



STONEHILL COLLEGE, INC.

ORDINANCES

(Revised and Updated September 1, 2008

To Be Effective September 1, 2008

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SECTION I - College Governance

Preamble:

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

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

ARTICLE I - Faculty Senate

A. Duties, Powers, Responsibilities

1. The Faculty Senate shall consist of a number of full-time faculty to be determined by the President of the College. Said number shall not be less than ten percent (10%) of the full-time faculty. The senators shall be elected from and by the full-time faculty. The Senators shall serve a three (3) year term.
2. The election, procedure, and terms of office of Senators will be set by the President of the Senate in accordance with the Rules established by the Senate. In order to create the Senate, the initial election, procedure and terms of office of Senators will be set by the Vice President for Academic Affairs.
3. A President of the Senate shall be elected by the Senators; the Senate President shall attend regular meetings called by the Vice President for Academic Affairs and represent the faculty before the Academic Affairs Committee of the Board of Trustees. The Senate President shall conduct elections of faculty to committees and serve (either in person or by representative) as a member of the Strategic Planning Committee.
4. A Vice President of the Senate shall be elected by the Senators and shall serve in the absence of the Senate President. In the event the Senate President is unable to continue his or her service than the Vice President shall assume the Presidency.
5. Upon the initial formation of the Senate, the then existing sub-committees of the former Academic Council shall be reconstituted under the Senate. The Senate shall have the power to establish or suppress sub-committees of the Senate. The Vice President for Academic Affairs or the President of the College shall also have the ability to recommend the formation of committees.
6. The compensation of the Faculty Senate President shall be set by the Vice President for Academic Affairs subject to the approval of the President of the College.
7. Subject to these Bylaws and Ordinances, the Senate shall have legislative powers concerning academic policies and procedures including curriculum, faculty governance, and promotion and tenure criteria. After the Senate approves or rejects policies and/or procedures, said action(s) shall be presented to the Vice President for Academic Affairs and the President of the College for ratification. If the Vice President for Academic Affairs and/or the President of the College do not ratify the proposed action(s), they must give written notice of the basis of their decision within sixty (60) days of the submission for ratification.
8. The Senate shall have advisory powers concerning College-wide issues.
9. The Senate shall meet regularly and be open to the College community.
10. The Senate may meet in both open and executive sessions.
11. The President of the College or the Vice President for Academic Affairs may request to participate in a meeting of the Senate.
12. The Senate shall promulgate or adopt rules and procedures to effectively operate as a legislative body. Said rules shall be published by the Senate and shall be subject to and consistent with these Bylaws and Ordinances.

ARTICLE II – Provost and Vice President For Academic Affairs

A. Duties, Powers, Responsibilities

1. The Provost and Vice President for Academic Affairs shall be recommended by the President and appointed by the Board of Trustees.
2. The Provost and Vice President for Academic Affairs is immediately responsible to the President.
3. The Provost and Vice President for Academic Affairs functions in concert with the Financial Vice President and Treasurer on behalf of the President in the President's absence.
4. The Provost and Vice President for Academic Affairs shall oversee the activities of such subordinate positions, as the President shall determine.

5. The Provost and Vice President for Academic Affairs is responsible for all academic activities of the College. A continuing study of the curriculum and its effectiveness in meeting the objective of the College is the Vice President for Academic Affairs's primary function.
6. The Provost and Vice President for Academic Affairs shall submit to the Financial Vice President and Treasurer the Budget of his or her division.
7. The Provost and Vice President for Academic Affairs is responsible for all material appearing in the academic catalog.
8. The Provost and Vice President for Academic Affairs identifies students for honors and awards, and for probation, separation, and dismissal from the College for academic deficiencies.
9. The Provost and Vice President for Academic Affairs certifies to the President the names and candidates for degrees and programs where the candidates have met all requirements.
10. The Vice President for Academic Affairs submits an annual report to the President.
11. The Provost and Vice President for Academic Affairs, from time to time is delegated the leadership of College-wide initiatives by the President.
12. The Provost and Vice President for Academic Affairs shall be responsible for the Office of Career Services.

ARTICLE III - Vice President For Student Affairs

A. Duties, Powers, Responsibilities

1. The Vice President for Student Affairs shall be recommended by the President and appointed by the Board of Trustees.
2. The Vice President for Student Affairs shall be immediately responsible to the President.
3. The Vice President for Student Affairs shall oversee such subordinate positions as the President shall determine.
4. The Vice President for Student Affairs shall be responsible for the administration of discipline in non-academic matters regarding students in accordance with College policy.
5. The Vice President for Student Affairs shall be responsible for the administration of all varsity, intramural, and recreational athletic programs.
6. The Vice President for Student Affairs shall supervise undergraduate non-academic student activities.
7. The Vice President for Student Affairs shall administer the testing, educational, and psychological counseling programs.
8. The Vice President for Student Affairs shall be responsible for resident food service, the snack bar and approved special parties as requested by the students, faculty and administration.
9. The Vice President for Student Affairs shall be responsible for the Office of Health Services.
10. The Vice President for Student Affairs shall administer all regulations and procedures for the orderly operation of campus housing facilities.
11. The Vice President for Student Affairs shall provide students with multi-purpose organization that will increase their knowledge in educational, social and personal areas.
12. The Vice President for Student Affairs shall submit to the Vice President for Finance the Budget of his or her division.
13. The Vice President for Student Affairs shall be Chairperson of the Student Affairs Committee, a member of the Intercollegiate Athletic Committee, the Budget Committee, and the Strategic Planning Committee, and an ex-officio member of all committees within the Student Affairs Division.
14. The Vice President for Student Affairs shall be responsible for the Office of Intercultural Affairs.

ARTICLE IV - Vice President for Advancement

A. Duties, Powers, Responsibilities

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

ARTICLE V - Vice President for Mission

A. Duties, Powers, Responsibilities

1. The Vice President for Mission shall be recommended by the President and appointed by the Board of Trustees.
2. The Vice President for Mission shall be immediately responsible to the President.

3. The Vice President for Mission shall be responsible for the administration of the Office of Campus Ministry.
4. The Vice President for Mission shall oversee such subordinate positions, as the President shall determine.
5. The Vice President for Mission shall be responsible for the identification and development of policies and procedures which strengthen Catholic identity and Holy Cross sponsorship. The Vice President for Mission shall also be responsible for the coordination and implementation of the College's Mission Statement.
6. The Vice President for Mission shall be responsible for the coordination of the College's institutional and volunteer service to the larger community.
7. The Vice President for Mission shall be responsible for the provision of support to the other divisions in articulation of the College's Mission at events including, but not limited to, faculty, staff, and student orientations and Strategic Planning.
8. The Vice President for Mission shall submit to the Vice President for Finance the Budget of his or her division.
9. The Vice President for Mission shall be a member of the Budget Committee and the Strategic

ARTICLE VI - Assistants and Counselors To The President

1. Assistants and Counselors to the President shall be appointed by the President.
2. The responsibilities of Assistants and Counselors to the President shall be delegated by the President.
3. The Assistants and Counselors to the President shall be immediately responsible to the President.

ARTICLE VII – Vice President for Enrollment Management and Marketing

A. Duties, Powers, Responsibilities

1. The Vice President for Enrollment Management and Marketing shall be recommended by the president and appointed by the Board of Trustees.
2. The Vice President for Enrollment Management and Marketing shall be immediately responsible to the President.
3. The Vice President for Enrollment Management and Marketing shall be responsible for the administration of the Office of Admission and Enrollment.
4. The Vice President for Enrollment Management and Marketing shall be responsible for the administration of the Office of Financial Aid & Student Financial Services.
5. The Vice President for Enrollment Management and Marketing shall be responsible for the administration of the Office of Marketing.
6. The Vice President for Enrollment Management and Marketing shall be responsible for the administration of the College's Web Site.
7. The Vice President for Enrollment Management and Marketing, along with the Vice President for Advancement, shall guide the College's media relations efforts.
8. The Vice President for Enrollment Management and Marketing shall oversee such subordinate positions, as the President shall determine.
9. The Vice President for Enrollment Management and Marketing shall submit to the Financial Vice President the divisional budget for his or her division.
10. The Vice President for Enrollment Management and Marketing shall serve as Chair of College Committees as appointed by the President.

ARTICLE VIII - Amendments

1. Articles in Section I of these Ordinances may be amended only by the Board of Trustees, after appropriate consultation within the College community.
2. Amendments to Section II of the Ordinances are submitted to the President after consultation with the affected committee(s) and Division Head(s).
3. So far as not inconsistent with the College Bylaws, Sections III and IV of these Ordinances may be amended only by the President of the College.

SECTION II - Committee Organization

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

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

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

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

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

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

ARTICLE I - Reporting to the Board of Trustees

No committees shall report directly to the Board of Trustees.

ARTICLE II - Reporting to the Executive Division

A. Faculty Grievance Committee

1. Membership

Five (5) faculty members (three (3) tenured or tenurable faculty and two (2) non-tenured faculty) selected by the Faculty Senate by a process determined by the Faculty Senate

2. Description and function

The Faculty Grievance Committee is established to hear faculty grievances. The Committee shall convene as needed to address grievances submitted by a faculty member. It shall provide notice of meeting to the grieving party and shall conduct a hearing under established policies and procedures. It shall provide a written notice of its decision to the grieving party within a reasonable time after the hearing is concluded and shall report its findings and decision to the Vice President for Academic Affairs.

A grieving party who is not satisfied with the decision of the Committee shall have the right to appeal in writing to the Vice President for Academic Affairs within five (5) days of receiving the decision from the Committee. The Vice President for Academic Affairs shall review the findings and decision of the Committee and may "confirm", "reverse" or "return for further clarification and review" the decision of the Committee and shall provide his/her decision in writing to the Committee and the grieving party. A grieving party may make a final appeal to the President of the College in writing within five (5) days of the written decision of the Vice President for Academic Affairs. The President may either review the findings and decisions of the Committee and the Vice President for Academic Affairs or conduct a de novo review before providing a written decision to the grieving party.

A subcommittee of the Grievance Committee hears appeals of tenure or promotion decisions based on alleged violations of procedure. The members of the Grievance Committee who hold tenure or are tenurable compose the subcommittee for these appeals. The subcommittee shall submit its findings directly to the President who will either: (a) establish a new review process in consultation with the Vice President for Academic Affairs and the President of the Faculty Senate; or (b) submit the findings to the Chairperson of the Academic Affairs Committee of the Board of Trustees.

B. Rank & Tenure Committee

1. Membership

Dean of Faculty, Chair (non-voting)

Six (6) tenured faculty (four (4) full professors and two (2) associate professors) members selected by the Faculty Senate by a process determined by the Faculty Senate

2. Description and Function

Upon application by the faculty member, the Rank and Tenure Committee shall recommend to the President those full-time faculty members whom it feels warrant a promotion in rank. It shall also vote on the tenure status of members of the faculty. The Committee shall, from time to time, make recommendations to the Faculty Senate and the President as to the basic tests (criteria) that should be applied in the appointment of members of the

Faculty and the criteria for promotion and tenure. The Committee shall meet at the request of the Chairperson and make its recommendations based on the approved procedures.

C. Human Resources Advisory Committee (HRAC)

1. Membership

Director of Human Resources, Chair

One (1) appointee of the Vice President for Finance

One (1) appointee of the Vice President for Enrollment Management and Marketing

One (1) appointee of the Vice President for Advancement

One (1) appointee of the Vice President for Academic Affairs

One (1) appointee of the Vice President for Student Affairs

One (1) appointee of the Vice President for Mission

Two (2) faculty representatives selected by the Faculty Senate by a process determined by the Faculty Senate

2. Description and Function

The HR Advisory Committee provides a venue for employee input and feedback regarding employee benefits and HR policies. This group surfaces feedback from employees regarding benefit and compensation strategies in use and under consideration by the College.

HR will consult with this group to get the employees' points of view regarding the communication of important employment matters, including health and welfare benefits, compensation, and professional development and training.

ARTICLE III - Reporting to the Mission Division

A. Catholic Identity

1. Membership

Vice President for Mission, Chair

Director of Campus Ministry or designee

One (1) Incorporator

One (1) non-exempt or bargaining unit employee appointed by the Vice President for Finance

One (1) appointee of the Vice President for Academic Affairs

One (1) appointee of the Vice President for Finance

One (1) appointee of the Vice President for Student Affairs

One (1) appointee of the Vice President for Mission

One (1) appointee of the Vice President for Advancement

One appointee of the President

One (1) representative of the alumni selected by a process determined by the President

Four (4) faculty representatives (one (1) of whom must be from the religious studies department) selected by the Faculty Senate by a process determined by the Faculty Senate

Two (2) student representatives selected by the Executive Board of SGA by a process determined by the SGA

2. Description and Function

The purpose of this Committee is to articulate and clarify issues of Catholic identity and Holy Cross sponsorship as it relates to the mission of the College. It also provides a forum for the constituencies of the College to offer input into these questions.

B. Employee Orientation

1. Membership

Vice President for Mission, Chair

Director of Human Resources

One (1) appointee of Vice President for Academic Affairs

One (1) appointee of Vice President for Finance

One (1) appointee of Vice President for Student Affairs

One (1) appointee of Vice President for Advancement

One (1) appointee of the President

2. Description and Function

The Employee Orientation Committee is charged with creating and maintaining a comprehensive introduction to the College for new employees. The purpose of the orientation is to inform new employees of all aspects of the College from larger issues such as Catholic Identity and Mission to practical and procedural issues such as enrolling in health coverage options.

ARTICLE IV - Reporting to the Academic Division

A. The Faculty Senate (not a committee, but a legislative body, see Section I of the Ordinances for full description)

1. Sub-committees of the Faculty Senate. The Sub-committees of the Faculty Senate shall report to the Faculty Senate.

a. Faculty Assembly

1. Membership

Membership in the Faculty Assembly is given to all faculty members teaching at least six (6) hours during the semester in which they are teaching the six (6) hours; to all faculty members on sabbatical leave; to all members with a one-year contract whose work consists of at least six (6) hours of teaching or research; librarians and department chairpersons with faculty status, even though they may not be teaching; and to Laboratory Instructors with faculty status. Faculty members on a leave of absence retain their membership in the Faculty Assembly.

2. Description and Function

The Faculty Assembly will function as a means of surfacing issues and providing discussion time for issues of concern to the faculty. The Faculty Senate or the appropriate Senate committee will then take up such issues.

b. Academic Policies and Programs

1. Membership

One (1) Senator who will serve as an ex officio member and will not chair the committee

Five (5) full-time faculty (three (3) from Liberal Arts, one (1) from Business, and one (1) from Science) selected by the Faculty Senate by a process determined by the Faculty Senate

2. Description and Function

The Academic Policies and Programs Committee proposes and reviews academic policies and programs (e.g., criteria for Honors Programs in Academic Departments, approval of new majors/minors).

c. General Education

1. Membership

One (1) Senator who will serve as an ex officio member and will not chair the committee

Three (3) full-time faculty (one (1) from Liberal Arts, one (1) from Business, and one (1) from Science) selected by the Faculty Senate by a process determined by the Faculty Senate.

2. Description and Function

This Committee shall be in place until the new General Education Program is established. At that time the Senate will determine if this Committee's responsibilities can be absorbed by the Academic Policies and Programs Committee. The General Education Committee proposes and reviews the General Studies Program. The Committee sets criteria for General Education courses, evaluates courses submitted to fulfill General Education requirements, and approves methods of evaluation of General Education programs and courses.

d. Standards and Evaluations

1. Membership

One (1) Senator who will serve as an ex officio member and will not chair the committee

Six (6) full-time faculty selected by the Faculty Senate by a process determined by the Faculty Senate

2. Description and Function

The Standards and Evaluation Committee proposes and reviews policies for pre- and post-tenure review, bonuses, sabbaticals, summer grants, and small grants. The members of the Committee will divide into two or more sub-groups to rank applicants for sabbatical leaves, bonuses, summer grants, and small grants.

B. Academic Appeals

1. Membership

Dean of Faculty, Chair

One (1) faculty representatives selected by the Faculty Senate by a process determined by the Faculty Senate

One (1) student representatives selected by the Executive Board of SGA by a process determined by the SGA.

2. Description and Function

The Academic Appeals Board (AAB) is charged with hearing all requests for appeals resulting from an AIB hearing. A quorum of three AAB members must be present to conduct a hearing. The AAB is comprised of one faculty member and one student representative, chaired by the Dean of Faculty or designee. Members of the College community may nominate student members for the AAB. From these nominations the Student Government Association will appoint students to serve on the AAB for the following academic year. The Faculty Senate will appoint one faculty from each division and fill any vacancies during the year by appointment. Members of the AAB may not serve on the Academic Integrity Board.

C. Academic Review

1. Membership

Director of Academic Services, Chair

Associate Registrar

Three (3) appointees of the Vice President for Academic Affairs

2. Description and Function

The purpose of the Committee is to evaluate the progress of those students who are performing poorly academically, in order to recommend the appropriate measures; e.g., restriction of course load, academic separation, or permanent academic dismissal. The Committee reports its findings and recommendations to the Vice President for Academic Affairs or his/her designee. All decisions are made by the Vice President for Academic Affairs or his/her designee. The Board has the responsibility to review faculty members' reports of infractions of the Academic Honesty Policy, to maintain records of such reports, and to separate or dismiss students in accordance with the provisions of the Policy.

D. Disability Services

1. Membership

Director of Academic Services, Chair

Disabilities Compliance Officer

One (1) faculty representative selected by the Faculty Senate by a process determined by the Faculty Senate

One (1) student representative selected by the Executive Board of SGA by a process determined by the SGA

One (1) appointee of the Vice President for Academic Affairs

One (1) appointee of the Vice President for Finance

One (1) appointee of the Vice President for Student Affairs

One (1) appointee of the Vice President for Mission

One (1) appointee of the Vice President for Advancement

One (1) appointee of the Vice President for Enrollment Management and Marketing

2. Description and Function

The Committee advises the College on all matters relating to the accommodation of individuals with disabilities. The Committee consults with administrators directly impacted by compliance issues to determine effective procedures and policies to ensure compliance with federal, state, and municipal statutes and regulations.

E. Teaching Excellence Award

1. Membership

Dean of Faculty, Chair

President of the Alumni Council

President of the Lambda Epsilon Sigma Honor Society

Two (2) faculty representatives selected by the Faculty Senate by a process determined by the Faculty Senate

2. Description

The Teaching Excellence Award Committee will meet annually in the spring. It has responsibility for the solicitation of nominees from the respective constituencies, and for selection of the outstanding faculty member in accordance with criteria approved by the Faculty Senate.

ARTICLE V - Reporting to the Student Affairs Division

A. Student Affairs

1. Membership

Vice President for Student Affairs, Chair

Associate Vice President for Student Affairs

Director of Student Activities or designee

Director of Campus Ministry or designee

Director of Intercultural Affairs or designee

Two (2) faculty representatives selected by the Faculty Senate by a process determined by the Faculty Senate

President of the Student Government Association

Vice President of the Student Government Association

Four (4) student representatives (one of whom must be a commuting student) selected by the Executive Board of SGA by a process determined by the SGA

Non-voting members:

Dean Admissions and Enrollment Management or designee

Director of the Counseling and Testing Center or designee

One (1) Resident Assistant, elected by the Resident Assistant Council

2. Description and Function

The Committee shall be responsible for policies concerning student life and their implementation. The Committee shall make a continuing study of student responsibilities and student privileges. It shall be cognizant of the living conditions of the students on campus and the opportunities for student participation in a variety of co-curricular activities and college-sponsored activities and athletics.

B. Crisis Management

1. Membership

Vice President for Student Affairs, Chair

Director of Facilities Management

Director of Campus Ministry

Director of Student Activities

Assistant Dean of Academic Services

Director of Information Technology

Dean of Academic Administration

Director of Communications and Media Relations

Telecommunications Coordinator

Director of Counseling and Testing Center

Director of Campus Police and Safety

Sports Information Director

Director of Health Services

Assistant Director of Res. Life

2. Description and Function

The committee will develop policies and procedures for bomb scares, building evacuations, emergencies, community health issues, critical incident follow-up, large-scale student protests, risk management and natural disasters. While the primary function of the Committee is to prepare proactively for crisis situations, it is critical that the committee be ready to respond and assist in the management when such situations occur.

C. Housing Selection

1. Membership

Asst. Dir. of Res. Life, Co-chair

One (1) student representative selected by the Executive Board of SGA by a process determined by the SGA, co-chair

Residence Director

Two (2) students from each residence area appointed by the Residence Director of each area in consultation with the Director of Residence Life

2. Description and Function

This Committee will discuss and establish guidelines related to the Housing Selection Process each spring. This Committee will review and make decisions regarding merit programs and the allocation of merit points.

D. F.A.B.L.E. (For A Better Living Environment)

1. Membership

Associate Vice President of Student Affairs, Chair

Director of Campus Ministry or designee

Director of Residence Life

Director of Student Activities

Director of Skilled Trades and Construction

Director of Maintenance and Operations

Director of Custodial Services and Special Events

Director of Campus Police and Safety

Assistant Director of Residence Life

Assistant Director of Student Activities

Assistant Director of Campus Police and Safety

Area Coordinators

Residence Directors

AOD Coordinator

2. Description and Function

The Committee will facilitate communication and collaboration amongst diverse campus departments charged with life and services in the residence halls and large-scale student activities events outside the residence halls. The Committee will develop reactive responses to current problems and proactive responses to situations that have the potential to present problems. The Committee will review residence life regulations, develop safety standards and operating procedures for major events, address student damage and other second hand effects of alcohol abuse, and consider residence hall and campus life facility improvements.

E. Student and Parent Orientation

1. Membership

Director of Student Activities, Chair

Dean of General Education and Interdisciplinary Programs

Director of Student Activities or designee

Director of Residence Life or designee

Director of the Counseling and Testing Center or designee

Director of Intercultural Affairs or designee

Dean of Admissions and Enrollment or designee

Representative from Academic Services (appointed by the Vice President for Academic Affairs)

One (1) faculty representative selected by the Faculty Senate by a process determined by the Faculty Senate

One (1) appointee of the Vice President for Academic Affairs

One (1) appointee of the Vice President for Mission

One (1) appointee of the Vice President for Advancement

Director of Conference and Events or designee

Two (2) Student Coordinators, selected by Director of Student Activities

2. Description and Function:

The Committee will be responsible for the planning and implementation of a comprehensive first year student orientation and parent orientation program. The Committee will work to coordinate the efforts of all divisions of the College to achieve this goal.

F. Intercollegiate Athletics

1. Membership

Director of Athletics, Chair

The most senior (in addition to the Director of Athletics if said Director is a female) female administrator in the Athletics Department

Director of Recreational Sports

One (1) appointee of the Vice President for Mission

One (1) appointee of the Vice President for Student Affairs

One (1) appointee of the Vice President for Academic Affairs

One (1) appointee of the Vice President for Finance

One (1) appointee of the Vice President for Advancement

One (1) appointee of the Vice President for Enrollment Management and Marketing

Two (2) faculty representatives selected by the Faculty Senate by a process determined by the Faculty Senate

One (1) student representative selected by the Executive Board of SGA by a process determined by the SGA

One (1) student representative selected by the SAC in consultation with the Director of Athletics, by a process determined by the Director of Athletics

One (1) representative of the alumni selected by the Alumni Council by a process determined by the Alumni Council

One (1) non-exempt or bargaining unit employee appointed by the Vice President for Finance

2. Description and Function

The Intercollegiate Athletic Committee advises the President about intercollegiate athletic policy as it relates to budget and other physical College resources, e.g., land or buildings, the coordination of athletics and academics, the College's membership in athletic conferences and associations, and Title IX and gender equity issues.

ARTICLE VI - Reporting to the Advancement Division

A. Town-Gown

1. Membership

College administrators and local Easton officials invited to participate by the Vice President for Advancement in consultation with the President

2. Description and Function

The function of the Committee is to promote strong College/local community

relations; keep each group informed about events and activities, and address concerns and issues impacting the various constituencies.

B. Executive Committee for Development

1. Membership

Vice President for Advancement, Chair

Thirty (30) representatives from the local business and professional community invited to participate by the Vice President for Advancement in consultation with the President

2. Description and Function

The function of the Committee is to promote strong College/local community relations with its primary function being the planning of annual President's Dinner.

ARTICLE VII - Reporting to the Finance Division

A. Safety

1. Membership

Director of Campus Police and Safety, Chair

Director of Facilities Management

Director of Human Resources or designee

Chemical Hygiene Safety Officer

One (1) appointee of the Vice President for Academic Affairs

Two (2) appointees of the Vice President for Student Affairs

Five (5) student representatives (one of whom must be a full-time commuting student, and one of whom must be a part-time student) selected by the Executive Board of SGA by a process determined by the SGA

2. Description and Function

The Committee will assist in the maintenance of a workplace and campus environment that is as free as possible from recognized hazards that could cause injury or death. The Committee will monitor safety performance and safety inspections, promote safety issues on campus and review the College's level of compliance with local, state and federal regulations.

The Committee will meet at least twice each semester, with additional meetings as necessary, to review accident and injury reports, and the results of safety inspections, and recommend corrective measures when necessary.

B. Strategic Planning

1. Membership

Director of Planning and Institutional Research, Chair

Assistant Vice President for Planning

Associate Vice President for Finance

Associate Vice President for Student Affairs

Dean of General Education

Associate Vice President for Operations

Associate Director for Planning and Institutional Research

Assistant Vice President for Advancement

Student Government Association Representative

Associate Director of Campus Ministry

Dean of Admissions and Enrollment

Director of Intercultural Affairs

Three (3) faculty representatives selected by the Faculty Senate by a process determined by the Faculty Senate

2. Description and Function

The Committee will provide advice and counsel to the President in the areas of strategic and operational planning. In fulfilling this role, it will ensure that an effective college-wide planning system exists in which all major academic and administrative units participate. It will ensure that there are mechanisms in place to review and coordinate plans and monitor programs in agreement with agreed upon goals and objectives.

3. Sub-committees of Strategic Planning. The Sub-committees of Strategic Planning shall all report to Strategic Planning.

a. Enrollment Management

1. Membership

Dean of Enrollment, Chair

Associate Vice President and Director of Student Aid & Finance

Director of Residence Life

One (1) appointee of Vice President for Finance

One (1) appointee of Vice President for Executive Division

One (1) appointee of Vice President for Academic Affairs

One (1) appointee of Vice President for Advancement

One (1) faculty appointee of Vice President for Academic Affairs

One (1) appointee of Vice President for Mission
Intercultural Affairs Representative

2. Description and Function

The Subcommittee advises the Strategic Planning Committee and senior management on matters related to enrollment. The Subcommittee assists the Strategic Planning Committee and senior management in formulating strategic direction in the area of enrollment (including the enrollment of new students and the retention of existing students). The Subcommittee supports the Strategic Planning Committee and senior management in the prioritization of the College's enrollment objectives and the development of enrollment initiatives for inclusion in the College's strategic plan. The Subcommittee monitors the implementation of the strategic plan's enrollment initiatives, and advises the Strategic Planning Committee and senior management on enrollment management matters on an ongoing basis.

b. Financial Planning

1. Membership

Associate Vice President for Planning, Chair
Associate Vice President for Finance
Director of Facilities Management
One (1) appointee of Vice President for Advancement
One (1) faculty appointee of Vice President for Academic Affairs
One (1) appointee of Vice President for Executive Division
Budget Analyst

2. Description and Function

The Subcommittee provides financial expertise to the Strategic Planning Committee in support of the development and implementation of the strategic plan. More specifically, the Subcommittee engages in formulating the strategic plan's underlying five-year financial plan and monitors its implementation, ensuring that resources are allocated in a manner that is consistent with the College's strategic priorities. The Subcommittee conducts long-range financial forecasting in support of long-range planning, and determines the financial implications of matters referred to it by the Strategic Planning Committee and advises the Strategic Planning Committee accordingly. The Subcommittee coordinates efforts with the other Strategic Planning Committee subcommittees (example: partnering with the Campus Master Planning Subcommittee in developing cost estimates and timelines associated with capital project proposals). The Subcommittee raises the Stonehill community's awareness of the College's financial position and performance.

d. Intercultural Affairs

1. Membership

Chair, Director of Intercultural Affairs
Director of Campus Police
Director of Human Resources
Two (2) appointees of Vice President for Academic Affairs
One (1) appointee of Vice President for Finance
One (1) appointee of Vice President for Student Affairs
One (1) appointee of Vice President for Mission
One (1) appointee of Vice President for Advancement
Two (2) student representatives selected by SGA Executive Board
Two (2) faculty representatives elected by Faculty Senate

2. Description and Function

The Intercultural Affairs Subcommittee advises the Strategic Planning Committee and senior management on matters related to diversity. The Subcommittee assists the Strategic Planning Committee and senior management in the formulation of the College's strategic direction in the area of diversity. The Subcommittee receives reports from all divisions detailing their efforts towards enhancing diversity and in promoting intercultural understanding on campus. The Subcommittee analyzes these reports and submits a summary of its findings to the Strategic Planning Committee, and supports the Strategic Planning Committee in developing diversity initiatives for inclusion in the College's strategic plan. The Subcommittee monitors the implementation of the strategic plan's diversity initiatives, and advises the Strategic Planning Committee on matters of diversity on an ongoing basis.

e. Campus Master Planning

1. Membership

Associate Vice President for Operations, Chair

Director of Conference and Events Services

Director of Facilities Management

Registrar

Director of Residence Life or Dir of Recreational Sports

Director of Planning and Design

Director of Athletics

One (1) student appointee of Vice President for Student Affairs

One (1) faculty appointee of Vice President for Academic Affairs

One (1) appointee of Vice President for Advancement

One (1) appointee of Vice President for Mission

2. Description and Function

The Campus Master Planning Subcommittee advises the Strategic Planning Committee and senior management on matters related to master planning on campus. The Subcommittee assists the Strategic Planning Committee and senior management in formulating strategic direction in the area of master planning on campus including collaboration with other committees. The Subcommittee presents or recommends projects in the master plan for inclusion in the strategic plan, and activates or utilizes work groups as needed; prioritizes and estimates costs of such projects, and ensures that the use of new and existing space meets the space initiative requirements reflected in the strategic plan, manages the space growth outlined in the strategic plan, and provides oversight of the approved procedure for requesting space additions and changes. The Subcommittee in conjunction with the Financial Planning Subcommittee, provides input and oversees coordination of the capital budget.

f. Information Technology

1. Membership

Chief Information Officer, Chair

One (1) administrative appointee of Vice President for Academic Affairs

Director of Instructional Technology

One (1) faculty appointee of Vice President for Academic Affairs

One (1) appointee of the Vice President for Executive Division

One (1) appointee of Vice President for Finance

One (1) appointee of Vice President for Student Affairs

One (1) appointee of Vice President for Mission

One (1) appointee of Vice President for Advancement

One (1) representative from Student Technology Advisory Committee

2. Description and Function

The Information Technology Subcommittee advises the Strategic Planning Committee, Chief Information Officer and Division Heads in the planning for and use of information technology in support of the academic and administrative functions of the College. The Subcommittee will assist in developing and maintaining the IT strategic plan and will recommend priorities to achieve the objectives of the College's overall strategic plan. The Subcommittee will facilitate broad participation in project identification and implementation, as well as assessment of opportunities and outcomes. The Subcommittee creates a vision for campus administrative technology within the context of the College's current strategic plan, Beginning the Ascent, including objectives to be achieved and approaches to pursue. The Subcommittee gathers input from and communicates with members of the College community about the vision and priorities for administrative uses of information technology, including the evaluation of the College's business processes, as well as the integration of new technology. The Subcommittee educates, informs, and advises faculty, staff, administrators, and the division heads on information technology policy affecting the Stonehill community, and recommends resource allocation levels, though the annual budget process and on other occasions as necessary. The Subcommittee advises the Strategic Planning Committee on information technology matters on an ongoing basis.

g. Institutional Assessment

1. Membership

Director of Planning and Institutional Research, Chair

Two (2) administrative appointees of Vice President for Academic Affairs
One (1) faculty appointee of Vice President for Academic Affairs
Two (2) appointees of Vice President for Student Affairs
One (1) appointee of Vice President for Mission
One (1) appointee of Vice President for Advancement
One (1) appointee of Vice President for Executive Division
One (1) appointee of Vice President for Finance
Associate Director of OPIR (ex officio)
Institutional Research & Planning Analyst (ex officio)

2. Description and Function

The mission of the Institutional Assessment Subcommittee is to assist the Strategic Planning Committee and College in identifying and evaluating key performance indicators, both internally and externally generated, against established targets as defined in the strategic plan. The Subcommittee reviews proposed surveys and other non-academic assessment instruments to ensure that they are timely, relevant, and compatible with the College's strategic priorities. The Subcommittee oversees the design, administration, and analysis of key institution level surveys and other assessment instruments, and serves as a liaison to the Strategic Planning Committee for groups conducting academic assessment (e.g. academic administration, academic departments, etc). The Subcommittee serves in an advisory capacity for members of the College community who wish to conduct non-academic assessment. The Subcommittee advises and informs the Strategic Planning Committee and senior management on assessment matters on an ongoing basis.

SECTION III - Organizational Charts

SECTION IV - The Alumni

ARTICLE I - The Stonehill College Alumni Association

A. Preamble

1. Purpose

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

2. Mission

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

3. Structure

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

B. Membership

1. Alumni

Membership in the Stonehill College Alumni Association is automatically conferred upon all persons who receive an academic or honorary degree from Stonehill College. Anyone who has satisfactorily completed one year of study may be considered for membership in the Alumni Association upon application to and approval of the Director of Alumni Affairs.

C. Reunions And Class Organizations

1. Reunions

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

2. Awards

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

D. The Alumni Council

1. Duties

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

2. Membership

The Stonehill College Alumni Council shall consist of:

The President, Vice President, and Treasurer.

Six Alumni Fund Representatives.

Three alumni representatives to the Stonehill College Board of Fellows.

One member to be elected from each of the Alumni Fund Divisions, with the exception of those complete Divisions which are members of the Pillar Society.

Alumni to be elected at large consistent with the number of Divisions defined above.

Members to be nominated by the Alumni Council Executive Committee and appointed by the President of the Alumni Council consistent with the number of Divisions defined above.

One member of the Pillar Society.

The immediate Past President, for one year after his/her term expires, as a non-voting member and as a member Emeritus every year thereafter. All past presidents serve as non-voting members Emeriti.

The General Chairperson of the Alumni Fund as a non-voting ex-officio member.

The President of the Stonehill College Student Alumni Association as a non-voting ex officio member.

3. Method of Election

a. Officers:

At the second meeting every third year, the Alumni Council shall elect, by simple majority of those present, a President, Vice President, and Treasurer from among its members, to serve for a three-year term. Nominations will begin at the first Alumni Council Meeting of the year and will close ten days prior to the Alumni Council Meetin at which the elections will occur. All nominees must accept their nominations prior to he Alumni Council Meeting at which elections will be held. One slate of candidates will be presented for election. The President, Vice President, and Treasurer shall automatically be members of the Council, each to serve a three-year term, No individual shall serve two consecutive terms in the same officer designation.

b. Alumni Fund Representatives:

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

c. Alumni Elected at Large:

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

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

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

Council and nominate fourteen candidates for placement on the ballot for the election at large.

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

d. Alumni Elected by Division:

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

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

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

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

e. Elections:

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

f. Appointed Members:

The Executive Committee, at their first meeting following January 1st closest to the date of the election of Alumni Council officers, will nominate up to such number of candidates as stipulated in Section D.2. Membership, for approval by the President of the Alumni Council for appointment to the Alumni Council. These candidates are not required to hold academic degrees from Stonehill College. The President and Executive Committee are not required to fill all appointed positions at the beginning of the term of the new President. At any subsequent time during his or her term in office, the President can fill any open appointed position upon nomination by the Executive Committee.

Appointed members shall assume office immediately upon acceptance of the appointment. For the purpose of these bylaws, an appointed member will hold the same status as an elected member. Such appointment will be deemed a full term for consideration of future membership on the Alumni Council. No member may serve more than two consecutive terms unless such person is elected as an officer of the Alumni Council.

One position for an Alumni Council representative of the Stonehill College Board of Fellows will be elected to a three-year term effective June 1st following the election of the Alumni Council officers. The Executive Committee shall nominate candidates for consideration of such position. After due consideration, the Executive Committee will elect, by simple majority, the representative to the Board of Fellows. No member may serve more than two consecutive terms.

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

4. Meetings

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

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

5. Rules of Order

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

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

6. Unexpired Terms

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

E. Officers And Executive Committee

1. Officers

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

a. President:

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

b. Vice President:

In the absence of the President, the Vice President shall perform all the duties of the President. The Vice President will assist the President in carrying on the business of the Alumni Council. The Vice President shall be an ex officio member of all committees of the Alumni Council and counsel committee chairpersons. When a vacancy occurs, the Vice President shall nominate an Alumni Council member to serve as Committee Chair. In the event the President cannot fulfill his/her term, the

Vice President will complete the unexpired term as President. In the event the Vice President is unable to fulfill his/her term, nominations from among the members of the Alumni Council will be made by the Executive Committee and one candidate will be approved by the President.

c. Treasurer:

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

d. College Employees

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

e. Executive Committee:

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

F. Committees

1. Establishment

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

2. Chairperson

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

G. Amendments

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