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Bylaws of the Association of Marianist Universities

Approved October 15, 2012

1 – The Association

Officers of the Association shall be an Executive Director and such other Officers as the Board from time to time shall approve.

The Chief Executive Officer of the Association shall be the Executive Director of the Association. Preference shall be given to a member of the Society of Mary to serve the Association in this position. The Board of Directors will make the appointment to the position for a term of office of five years unless otherwise specified, indefinitely renewable, and under such conditions as are determined at the time of appointment or renewal.

The appointment of other staff to carry out the work of the Association will be made by the Executive Director. Compensation for employees of the Association will be set by the Executive Director within the limits of the annual budget approved by the Board.

Other duties of the Executive Director shall include, but not be restricted to, the following:

- a. To direct for the Board the administration of the affairs of the Association.
- b. To participate personally or by delegate in the meetings of the Association's committees when he shall judge such participation helpful or necessary for establishing a liaison among them.
- c. To establish and maintain contact with other educational, religious or governmental associations or agencies, as he deems proper or as the Board may direct.
- d. To attend, with voice but without vote, the meetings of the Board of Directors of the Association; to report on the activities of the national office at each such meeting; to prepare the minutes of each meeting and to distribute said minutes to each member of the Board for its approval at the next meeting.
- e. Under the direction of the Chair of the Board, to prepare the agenda for each meeting of the Board and to notify the members of the Board of the time, place and agenda of each meeting.

- 46 f. To prepare the annual budget of the Association and to submit it for approval
47 at a meeting of the Board; to administer the budget once it has been approved
48 and to give a financial report to the Board at the end of each fiscal year (June
49 30);
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- 51 g. To prepare the program and supervise the details of any national meetings of
52 the Association that may be held;
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- 54 h. In general, to oversee and to promote the purposes and objectives of the
55 Association as outlined in the Constitution, Article II.
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57 **2 -- Officers of Committees**

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59 Each committee shall select, from among its members, a chair and secretary.

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61 The term of office of the officers and committee procedures shall be determined
62 by the respective committee and approved by the Board.

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64 **3 – Liaison with Other Organizations**

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66 As a professional association of the institutions of higher education, liaison with
67 other organizations having similar interests and goals shall be maintained and promoted.

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69 Liaison with the Province of the United States of the Society of Mary shall be
70 accomplished through contact and communication between the Executive Director of the
71 Association of Marianist Universities and the Provincial, or his designee, and by the
72 establishment, from time to time, of *ad hoc* committees. Liaison shall also be established
73 between the Marianist Universities and the Marianist Educational Consortium and the
74 Marianist houses of studies and formation, and other national and international
75 organizations with common interests.

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78 **4 – Communications**

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80 The Executive Director shall be informed by the chair or secretary of each
81 committee of all meetings to be held by the committee and shall be invited to attend. One
82 copy of the minutes of each meeting of committees shall be sent to the central office.

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84 Copies of the resolutions and minutes of meetings of all committees shall be sent
85 to the Executive Director of the Association of Marianist Universities. The Executive
86 Director shall report all actions/resolutions passed by the Committees to the Board of
87 Directors. Committee actions/resolutions, when beyond the scope of mandate given to
88 the committee when established by the Board, are approved when they have been ratified
89 by the Board.

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5 – Dissolution

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In case of dissolution of the Association of Marianist Universities, the assets shall be distributed to the Association's members according to the assessment formula in use at the time of dissolution.

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Any outstanding debts will be paid by the Association's members according to the same assessment formula.

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