

John Jay College of Criminal Justice Alumni Association

Alumni Executive Board Officers

The officers of the Alumni Association shall be the President, the First Vice-President, the Second Vice-President, the Secretary, the Treasurer, and the Historian.

1. The President shall preside at all meetings of the Association and of the Executive Board, shall have the overall responsibility for the management of the affairs of the Association, subject to the requirements of the Foundation; shall serve on the Foundation Board; and shall perform such other duties as may be prescribed by the Executive Board;
2. First Vice President shall perform such duties as may be prescribed by the Executive Board, and shall exercise all the powers of the President in his or her absence.
3. The Second Vice President shall perform such duties as may be prescribed by the Executive Board, and shall exercise all the powers of the President in the absence of both the President and First Vice-President.
4. The Third Vice-President shall perform such duties as may be prescribed by the Executive Board, and shall exercise all the powers of the President in the absence of the President, First Vice-President, and the Second Vice-President.
5. The Secretary shall, subject to the requirements of the Foundation, keep all records of the proceedings of the Association and of the Executive Board; shall have the custody of the books, records, and seal of the Association; shall send required notices; shall keep a register of all members; shall exercise other duties as specified in these Bylaws; and shall perform such other duties as may be prescribed by the Executive Board. The Secretary may, with the consent of the Executive Board, delegate the administrative duties in this paragraph to a representative of the College.
6. The Treasurer shall, subject to the requirements of the Foundation, liaise with the College and Foundation on the status of the funds, securities, property, and other assets that are designated for the Association. The Treasurer shall render to the Executive Board and the Foundation, whenever either of them may require, a report of the financial condition of the Association and the assets designated by the Foundation for the Association.
7. The Historian shall write an annual report of the Association's activities for the previous year; and shall perform such other duties as may be prescribed by the Executive Board.