



### **ALUMNI ASSOCIATION PURPOSE**

The Lees-McRae College Alumni Association supports the strategic advancement of the College by fostering deep connections with Lees-McRae alumni through events, volunteerism, and philanthropy. Managed by the Office of Institutional Advancement and Alumni Relations, the Alumni Association is represented by the Alumni Board, also referred to as the AB. The Alumni Board shall serve as a functional liaison between the college and its alumni community, supporting institutional mission and the college's strategic priorities. The Alumni Board shall act as ambassadors of the college, fostering alumni engagement and encouraging participation in programs, events, and opportunities that strengthen the relationship between alumni and Lees-McRae College. The Alumni Board will set an example and elevate the philanthropic participation of alumni by leading in giving and aspirational altruism.

The Alumni Board serves as an advisory body, operating under the direction of and in collaboration with college leadership to:

- a. Encourage a spirit of lifelong connection, service, and fellowship among alumni
- b. Strengthen and sustain the relationship between the College and its alumni community
- c. Provide counsel and insight to inform alumni-related strategies and initiatives
- d. Promote awareness of Lees-McRae College and its mission in alumni communities
- e. Inspire alumni involvement in the continued progress and welfare of the College
- f. Support educational and cultural engagement between the College and its alumni



## ALUMNI ASSOCIATION BYLAWS

### Article I

#### **Alumni Association Name and General Membership**

The name of this organization shall be the “Lees-McRae College Alumni Association.” Membership in the Association shall be extended to all graduates of Lees-McRae College, as well as to former students who have successfully completed a minimum of two semesters and departed the College in good standing. Individuals designated as honorary alumni shall also be granted membership, upon the joint recommendation of the Alumni Board and the Director of Alumni Relations of Lees-McRae College and approval by the College’s Cabinet.

### Article II

#### **Alumni Board Membership**

##### **Section 1: Alumni Board Membership**

The Lees-McRae College Alumni Association shall be represented by the Lees-McRae Alumni Board (Alumni Board), which shall consist of a minimum of fifteen (15) and a maximum of thirty-five (35) board members, inclusive of the Executive Committee, and ex-officio members.

##### **Section 2: Terms**

Board members shall serve a term of three (3) years, beginning at the first meeting of the year of their election. To ensure balanced representation across the Board and continuation of vision, members shall be organized into classes. A class includes all members whose terms begin in the same year. Each new class shall consist of five (5) members, elected annually. A board member may be eligible to apply for a second term, upon the recommendation of the Executive Committee and the Office of Advancement. After a second term, a member must rotate off the Board for a minimum period of one year unless the board member has been selected as an Officer of the Association on the Executive Committee.

##### **Section 3: Transitional Provision for Implementing Class Structure (2026)**

The transitional process to establish a class structure on the Board may result in temporary adjustments to Board membership. These changes are intended to strengthen the governance framework and ensure alignment with the long-term interests of the College and the Alumni Association.

To implement the new class structure:

- All current Board members as of Fall 2025 shall complete the full duration of their first term.
- Some existing members may be reassigned to a new class to ensure balanced representation and continuity.

- All other current Board members will not be automatically considered for a second term during this transitional period.

#### **Section 4: Eligibility for Membership**

Members of the Board must be classified as alumni, as defined within these bylaws, unless, by virtue of other positions listed herein, they qualify for ex-officio or special consideration seats. Board members may not hold a position or other role which may be deemed as a potential conflict of interest with the college's interests or considerations.

#### **Section 5: Board Member Selection**

Applications and nominations will be accepted year-round from/for prospective board members. Fully completed third party nominations submitted by alumni will be given priority consideration. The selection of members will be held in the summer preceding their appointment and the first meeting in the Fall.

Board selection will strive to create a broad representation of alumni. Alumni demonstrating prior volunteer engagement and philanthropic support will be prioritized. Alumni who are regional chapter leaders will be prioritized in selections to serve on the Alumni Board. Other voluntary engagement, including leadership on campaign committees, affinity groups, advisory boards, and special recognition groups may also be considered on a prioritized basis. Inasmuch as it is pragmatic and possible, the board shall provide a limited number of seats for emerging leaders. Unsolicited applications will also be taken into consideration.

Under the guidance of the Director of Alumni Relations, the Alumni Board takes an active role in searching for and recommending individuals to the Office of Advancement. Prospective Alumni Board leadership will be vetted by the Office of Advancement, and its recommendations will determine if candidates will be forwarded to the Executive Committee for final review and slate creation.

After all applications are reviewed by the Office of Advancement, the nominations will be submitted to the Executive Committee for final review, discussion, and selection. The slate will be shared at the next full board meeting for ratification. Members will be selected by simple majority vote.

#### **Section 6: Resignation**

A Board member may resign from the Alumni Board at any time by giving written notice through letter or email to the President of the Alumni Association or Director of Alumni Relations.

#### **Section 7: Ex-officio Alumni Board Membership**

Ex-officio members shall include one voting representative from the Lees-McRae College Office of Advancement, typically the Director of Alumni Relations, or other position as deemed appropriate by the Office of Advancement. The Immediate Past President of the Alumni Board is also a voting ex-officio member.

#### **Section 8: Former Board Leaders**

Any Alumni Board member who completes a full term as an Executive Committee member of the Alumni Association and remains in good standing with the institution shall be considered for membership in the EverGreen Circle. This Society is designed to encourage former elected executive leaders of the Alumni Association to remain knowledgeable about and engaged in the ongoing life of the College, Alumni Association, and Alumni Board.

At the discretion of the Office of Advancement, The EverGreen Circle may be engaged in special programming of strategic interest to alumni, which could include invitations to alumni events or other recognition.

Mission Statement of the EverGreen Circle:

*“The EverGreen Circle honors the enduring spirit and lasting commitment of Lees-McRae’s alumni leaders whose vision, service, and devotion continue to strengthen the College and inspire its future. Like the evergreens that grace our mountain home, members of the Circle embody constancy, resilience, and renewal—remaining ever green in their wisdom as they carry forward the legacy of loyalty that nurtures Lees-McRae through every season of its life.”*

### Article III

#### **Officers of the Association**

##### **Section 1: Officers of the Association**

The elected officers of the Alumni Board are President, Vice President, and Secretary. The Immediate Past President shall also serve an ex-officio, voting term.

##### **Section 2: Terms of Service**

Each officer shall serve a two-year term in their respective position.

- a) The Vice President shall automatically succeed to the office of President at the conclusion of their two-year term.
- b) The President shall automatically succeed to the office of Immediate Past President at the conclusion of their two-year term.
- c) The Immediate Past President shall serve a two-year term in an ex-officio advisory and voting capacity. During their second year, their service will be consultative and provided on an “as needed” basis, as determined by the Immediate Past President and the Director of Alumni Relations.
- d) The Secretary shall not be part of the succession model. They shall serve a two-year term and may be re-elected for one additional two-year term on the executive committee.

##### **Section 3: Purpose of Succession**

The succession model is established to ensure continuity of leadership, preservation of institutional history, and stability of the Alumni Association Board.

##### **Section 4: Election of Officers**

Elections shall be held only for the offices of Vice President and Secretary. All other positions shall be filled by succession as outlined in Section 2.

Those candidates for executive positions enter consideration by acclamation, voluntary agreement, or nomination submitted to the President of the Board during the last meeting of the calendar year of the Board. Nominees for the Executive Committee roles must be forwarded to

the Director of Alumni Relations, who, in consultation with other college staff, and subject to knowledge about the candidate(s) and the by-law requirements, will concur with or nullify individual nominees.

The President of the Board will contact nominees to explain the duties of the role for which they are nominated and to secure their consent to be placed on the slate of candidates. The President will then present the nominees for voting to the entire Alumni Board. Board members may vote yes, no, or abstain for any nominee. Voting must be done by seat and may not be done by slate.

Voting will take place via secret ballot at a time when a minimum of fifty percent of the current board is present. Board members must be present and in person to vote. Proxies are not allowed for purposes of officer elections. Ballots will be counted by the Director of Alumni Relations and confirmed by an independent staff member within the Office of Advancement.

In the event of a tie for a position, the Board will be repolled. If the simple majority of votes for a candidate are “no” or abstentions, the position shall remain open until the incoming Executive Committee can appoint an interim.

If insufficient votes are cast for any nominee through purposeful refusal to vote by those members present, those votes will be counted as abstentions. Failing to meet a simple majority of those present, the seat will remain vacant until a new nominee or slate of nominees may be presented at the next board meeting. If any executive seat is open following an election, the current Executive Committee will have the right to appoint an interim to that seat.

### **Section 5: Duty of Care**

By virtue of the limitations of their authority and the scope of their decision making or service on an advisory board, members do not assume legal or financial burden of the Alumni Association in its entirety. Individual members may be subject to consequences related to intentional dereliction of their duty of care, including personal neglect of voluntarily accepted responsibility, as well as legal and lawful fulfillment of their roles, such as misappropriation or malfeasance of Alumni Association or college resources, funds, and the like.

### **Section 6: Duties of Officers of the Association**

#### **A. President**

- a. Provide leadership and make final executive decisions on all matters of Alumni Board administration in collaboration with the Director of Alumni Relations.
- b. Preside at all meetings of the Alumni Board.
- c. Set the date, time, and place of all meetings of the Alumni Board in coordination with the Director of Alumni Relations.
- d. Prepare agendas for all meetings in coordination with the Director of Alumni Relations.
- e. Work in partnership with the college to implement actionable strategy that reflects the direction and priorities set by the institution and functionally guided by the Office of Advancement and Alumni Relations.
- f. Ensure that board members are fulfilling their duties and responsibilities and identify restorative actions or board seat reassignment as need.

- g. Serve as Parliamentarian and possess a working knowledge of parliamentary rules and the By-Laws of the Association.
- h. Represent the board and Alumni Association as requested by the college, including Commencement, all major alumni events, campaign initiatives, student engagement events, and other activities.
- i. Upon request, serve as the signatory for fundraising efforts organized and led by the college.
- j. Promote the college via public communications and support revenue generating efforts, as requested by the Office of Advancement.

**B. Vice President**

- a. Preside at board meetings in the absence of the President.
- b. Provide the invocation at the beginning of all meetings or invite an alternative member to do so.
- c. Supervise various committees, working as a liaison to help guide committee chairs and assignments, as directed by the President.
- d. Spearhead the nomination of board members and Executive Committee membership.
- e. Lead the alumni awards process in collaboration with the Office of Advancement and Alumni Relations.
- f. Represent the board and Alumni Association as requested by the President and/or the college, including Commencement, all major alumni events, campaign initiatives, student engagement events, and other activities.

**C. Secretary**

- a. Keeps accurate minutes at the meetings of the Alumni Board, filing copies with the Director of Alumni Relations and President within 30 days of any meeting and making them available to all members
- b. Verify and certify the presence of a quorum at each board meeting before any voting matters.
- c. Maintain accurate and current membership lists, including terms, election dates, roles (Executive and general committee), and provide these updates to the Office of Alumni Relations and the full Executive Committee within 30 days of changes.
- d. In coordination with the Director of Alumni Relations, shall monitor volunteer engagement and document each board member's involvement in a minimum of one significant college event per year.
- e. Ensure that Alumni Board and Association records and documents are available on college-managed and provided portals or drives.
- f. Observe social media of alumni and apprise the college of trends, opportunities and concerns related to alumni attitudes and interests. The position may not represent or speak on behalf of the college.
- g. Assist with the capture and gathering of alumni records and information, as requested by the Office of Alumni Relations.

**D. Immediate Past President**

- a. Serve a two-year term as a member of the Executive Committee, assisting in the transition of the new President during the first year.

- b. In the second year, the Immediate Past President may reduce participation to a consultative or “as needed” basis, with the level of involvement determined in consultation with the Director of Alumni Relations.
- c. Serve as the Alumni Association institutional memory for the current Executive Committee.
- d. Serve as the ex officio chair or liaison for the EverGreen Circle
- e. Serve on board standing or ad hoc committees as requested by the Office of Alumni Relations or the Executive Committee.

### **Section 3: Duties of the Director of Alumni Relations**

The Alumni Association shall include a Director of Alumni Relations, hired by Lees-McRae College. The Director serves as the chief strategist for the Alumni Board, guiding its work in alignment with the College’s broader vision, goals, and institutional priorities. As the primary liaison between the College and the board, the Director may communicate key institutional updates to strengthen the Board’s advisory role and support informed decision-making.

The Director of Alumni Relations will also serve as the board’s treasurer, collaborating with the Office of Business Affairs to record all requests and approvals for use of restricted Alumni Board funds on college-managed portals and drives, maintain current records of financial transactions and balances, and provide financial information to the alumni board at each meeting.

The Director shall have the discretion to serve as a **voting, ex-officio member** of the Alumni Board and has the discretion to serve on any standing or ad hoc committee, as deemed appropriate by the Vice President of Institutional Advancement.

## **Article IV** **Procedural Requirements**

### **Section 1: Rules of Order**

Board meetings shall be conducted in accordance with Robert’s Rules of Order. The President of the Association shall serve as Parliamentarian and shall have a working knowledge of the Bylaws of the Lees-McRae Alumni Association.

### **Section 2: Conflict of Interest Statement**

No member of the Alumni Board shall participate directly or indirectly in any financial enterprise that might compromise his or her fiduciary responsibility as an Alumni Board member of the College; and no member of the Alumni Board member or employees may incur any expenses or obligations chargeable to the College, except as authorized by the Alumni Board through its authority to approve the budget or as otherwise specifically set forth in these Bylaws.

**To avoid potential conflicts of interest, members of the Alumni Board may not have a formal business or professional relationship with the college during their term(s) of service.**

### **Section 3: Quorum and Majority Vote**

At Alumni Board meetings, a quorum shall consist of a simple majority of the Alumni Board members (51%, or 1/2 of the total members plus one). A quorum of in-person and virtual membership shall be necessary for live, concurrent voting on matters brought before the board. However, elections of officers must be done with members in-person, as outlined in Article 3, Section 4. As deemed appropriate by the Executive Committee, limited or select matters may be brought before the board for electronic voting via recordable email.

## **Article V** **Member Responsibilities**

### **Section 1: Meetings**

The Alumni Board shall meet three times per year. Whenever feasible and practical, these meetings will be scheduled to coincide with signature college events. Additional meetings may be called at the discretion of the President or the Director of Alumni Relations. All members are required to attend 2/3 of the meetings each year. At the discretion of the Alumni Board, virtual meeting attendance may be an option for those who, in extenuating circumstances, cannot attend a meeting in person.

The President of the Alumni Board and Director of Alumni Relations will contact any board member who misses two consecutive meetings to determine their interest in remaining an active Alumni Board participant.

### **Section 2: Committee Work**

All members should commit to serving on a minimum of one committee. Upon approval from the Director of Alumni Relations, the Executive Committee oversees the creation of new committees and determines an Alumni Board chairperson for each. A committee may have as many members as deemed necessary by the chairperson. Committees will meet separately from the larger Alumni Board, and the chairperson for each committee will determine a regular meeting schedule. Committee chairpersons work under the guidance of the Vice President of the Board, and the Director of Alumni Relations.

Ad hoc committees may be created as needed by the Executive Committee, and with the agreement of the Office of Alumni Relations.

### **Section 3: Philanthropic Support**

Alumni members are philanthropic role models for the alumni community and should be able to articulate the value of philanthropy for Lees-McRae College and its students. They should be active ambassadors for college fundraising projects, in conjunction with the Office of Advancement.

In addition, members are expected to express their commitment to Lees-McRae College in the form of an annual gift that is aligned with board membership and leadership of the alumni body. While gifts may vary by one's capacity, gifts should be commensurate with each board member's financial capability, under the assumption that the college is a top philanthropic priority.

### **Section 4: Volunteerism**

Board members shall be required to volunteer in person at a minimum of one signature college event annually. Because the college shall depend upon this assistance, these duties shall be undertaken with diligence and dedication. It will be the college's understanding that the volunteer's presence is guaranteed, or in the case of extenuating circumstances that precludes a volunteer's fulfillment of those duties, the volunteer will identify a replacement.

Additionally, board members may be invited by the Director of Alumni Relations to support other campus departments by serving as alumni volunteers.

### **Section 5: Attendance**

In addition to attendance at board meetings, members are encouraged to participate in regular committee meetings, signature alumni programs and events, and engage with their local chapter or affinity groups, if applicable.

They are also encouraged to promote alumni engagement by sharing event information and personally inviting fellow alumni to participate.

### **Section 6: Promotion**

As the chief ambassadors of the Alumni Association, board members shall actively and positively promote the college's events, decisions, progress, and news through their personal networks, communication channels, and individual advocacy. They shall also remain alert for emerging issues, managing this information with discretion and bringing these to the attention of the Office of Alumni Relations.

Members should be alert to opportunities for the college to advance its strategic partnerships and initiatives and convey these to the college. No member may commit the college to any partnership or initiative.

### **Section 7: Alumni Awards**

Members are encouraged to nominate exemplary alumni for Alumni Awards each year and encourage their networks to do the same.

### **Section 8: Confidentiality**

While the college strives to be fully transparent in its decisions and actions, board members may be privy to advance or confidential information in which its release may adversely affect the college. Board members are required to maintain confidentiality in accordance with Lees-McRae College's established confidentiality policies and procedures. All sensitive information obtained through service on the Alumni Board shall be handled with discretion and shall not be disclosed without proper authorization.

Board members are also required to sign the College's annual confidentiality agreement to acknowledge and reaffirm this responsibility.

## **Article VI** **Miscellaneous**

**Note:** Proposed amendments to the bylaws shall be presented to and approved by a simple majority vote of the Alumni Board. Upon approval, amendments shall be effective immediately.

**Bylaws History and Timestamp**

Initial Draft Copy Created 9-10-2020 - Gail Miller & Deena  
Chambers

Revised 9-15-20 by Kara Fore

Revised 9-22-20 by Dr. Katie Talbert and Gail Miller

Revised 8-23-24 by LMC Alumni Executive Committee (Chris Finley,  
Tennille Sherrill, Abbie Gardner, Tyler Hunter)

Revised January 2026 by Anna LeBaron, Lisa Bowling, and LMC Executive Committee (Chris  
Finley, Tennille Sherrill, Tyler Hunter). These bylaws shall take effect in September 2026.