



## **CONSTITUTION AND BYLAWS OF THE ALUMNI ASSOCIATION OF LEES-MCRAE COLLEGE**

### **CONSTITUTION OF LEES-MCRAE COLLEGE**

#### **ARTICLE I**

The name of this organization shall be "Lees-McRae College Alumni Association":

#### **ARTICLE II**

##### **PURPOSES AND LIMITATIONS**

- a. To foster among the alumni a spirit of continuing service, fellowship, and support of Lees-McRae College
- b. To build, maintain, and enhance the relationship between the College and its alumni
- c. To act as an advisory board and liaison to the administration of the College
- d. To convey the meaning of Lees-McRae College to the communities in which alumni live
- e. To promote among alumni an active interest in the progress and welfare of the College
- f. To enable the College to maintain educational and cultural relationships with its alumni

#### **ARTICLE III**

##### **MEMBERSHIP**

**Section 1. GENERAL MEMBERS:** Membership in the Association shall consist of all former students, both graduates and nongraduates of Lees-McRae College, or those who have an honorary degree from the College or have approval from the executive committee of the Alumni Board. Each member shall have one vote.

**Section 2. HONORARY Alumnus or Alumna:** Trustees and former trustees, members and former members of the faculty and other persons having performed distinguished service for the College may become honorary members by vote of the Alumni Board. This class of membership is eligible to serve as a member on the Alumni Board.



## ARTICLE IV

### LEADERSHIP

The Lees-McRae Alumni Association shall be represented by the Lees-McRae Alumni Board. The Board will oversee the link between the College and Alumni and the Lees-McRae Alumni family by encouraging participation and creating opportunities for interaction with Lees-McRae College

## ARTICLE V

### MEETINGS OF THE ASSOCIATION

There shall be at least one general business meeting of the Association held in conjunction with Homecoming Weekend.

## ARTICLE VI

### AMENDMENTS

Proposed amendments to the Constitution shall be presented to and approved by a two-thirds (2/3) majority vote of the Alumni Board. Upon approval, amendments shall be effective immediately.

## ARTICLE VII

### PARLIAMENTARY PROCEDURE

Association 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 parliamentary rules and the Constitution and By-Laws of the Lees-McRae College Alumni Association.



## LEES-MCRAE COLLEGE ALUMNI BOARD BY-LAWS

### ARTICLE I

#### THE ALUMNI BOARD

##### SECTION 1. Membership:

- a. Alumni Board Members: The active work of the Alumni Association shall be under the direction of the Alumni Board, which shall consist of the Executive Committee, along with a minimum of eighteen (18) and a maximum of (36) Board Members. Consideration for Board membership shall include regional, class representation, and commitment to Lees-McRae College
- b. Ex-officio members shall include a representative from the Lees-McRae College faculty or staff and the President (or designee) of the Lees-McRae College Student Government Association to serve one-year term.

##### SECTION 2. Responsibilities:

- a. Meetings: The Board shall meet at least three times each year at the request of the President of the Board. Special meetings may be called by the President of the Board or at the request of three (3) members. Alumni Board members are required to attend 2/3 of the meetings each year. The President of the Board and Director of Alumni Relations will contact any board member who misses two consecutive meetings to determine his/her interest in remaining an active Alumni Board participant.
- b. Notice of Meetings: Written notice setting forth the date, time and place of all meetings of the Alumni Board shall be given not less than ten (10) days prior to the date of such meeting, either personally or by approved electronic methods, to each board member.
- c. Attendance by Telephone: Any one or more Alumni Board members may participate in a meeting of Alumni Board by means of a conference telephone, or similar media which allows all persons participating in the meeting to at least hear one another, and such participation shall be deemed present status at such meeting.
- d. Financial Obligations: As a member of this Board, you are expected to give a monetary gift to any area of your choice at Lees-McRae College annually. This monetary gift does not carry a minimum or maximum requirement level, and your participation of any amount is acceptable. The Director of Alumni Relations and Development will monitor this requirement and will report to the executive board. Opportunities to give will be made available at each board meeting.
- e. Voting: On all items other than amendments to by-laws, members can vote during a scheduled/called meeting if two-thirds (2/3) are present. If two-thirds of the members are not present, then voting can be done electronically.



f. Duties of the Alumni Director: The Alumni Association will include a Director of Alumni Relations, who will be hired by Lees-McRae College. The Director shall be responsible for the efficient operation of the Alumni Office and vigorous execution of the objectives and programs of the Association, and shall report in detail to the Board of Directors at each meeting of the Board. The Alumni Director shall be a non-voting, ex-officio member of the Board, and all standing Ad hoc committees thereof.

#### SECTION 3. Election of Members:

Prospective members may apply yearly to be a part of the Alumni Board. Under the leadership of the Director of Alumni Relations and the Vice President, the application and nomination will be made public to the Alumni Association. Upon closure of the application, the Alumni Board will utilize a mode of voting to ensure consistent and appropriate diversification of the incoming class. All prospective members must sign the Good Faith Document before being put forth on the ballot.

#### SECTION 4. Term

There shall be three classes of Board Members serving three-year terms. Board members shall serve staggered terms of three years each, beginning after the meeting at which they were elected. Board members may serve two consecutive 3-year terms after which they must rotate off the Board for a minimum period of 1 year unless the board member has been selected for the Executive Committee.

#### SECTION 5. Resignation

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

#### SECTION 6. Removal

- a. Absences from more than two consecutive board meetings by a member of the Board of Directors, without good or just cause, shall result in removal from the board. Said removal shall be announced and made official at the next regular board meeting.
- b. Should the Alumni Association officers or Board of Directors determine that a member of the Board of Directors has not fulfilled his or her responsibilities, removal may be carried out by a majority vote of the officers and directors at a regular meeting.

#### SECTION 7. Vacancies

Vacancies shall be filled at any time by a majority vote from the quorum of the board for the unexpired portion of the term. Application for the vacant position will be consistent with Article I Section 3.



## ARTICLE II

### QUORUM AND MAJORITY VOTE

#### SECTION 1. Quorum

At business meetings of the Board of Directors, a quorum shall consist of a majority of a majority of the Alumni Board members (1/2 of the total members plus one). A quorum shall be necessary for voting on any matters brought before the board.

#### SECTION 2. Majority Vote

The vote of a majority of the votes entitled to be cast by members of the Board of Directors present at a business meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.

## ARTICLE III

### MEMBERSHIP

#### SECTION 1. Election of Executive Committee

- a. The members of the Alumni Board shall nominate candidates for each of the following offices: President, Vice-President, Secretary and Treasurer. The nominations will be sent in writing to the Director of Alumni Relations. The Director of Alumni Relations is an ex-officio member.
- b. Nominations for Executive Committee of the Alumni Board must be presented to the Direction of Alumni Relations who will then present the candidates for voting to the entire Alumni Board.

#### SECTION 2. Term of Office

- a. The term of office of the President, Vice-President, Secretary, and Treasure shall be for three years, unless elected to fill the term of a member who is unable or ineligible to complete his/her term. In such cases the elected officer shall complete the unexpired term and may serve an additional full term.
- b. When an officer's term expires, he/she may serve as additional term of three years as a member, if eligible.

#### SECTION 3. Officers of the Alumni Board and Their Duties

- a. **PRESIDENT** - Shall: provide leadership and make final executive decisions on all matters of administration; preside at the meetings of the Alumni Board and at the Annual Meeting of the Alumni Association; and carry out the aims and purposes of the association by utilizing the Alumni Office staff, other officers and designated committees. The President of the Association shall serve as Parliamentarian, and shall have a working knowledge of the parliamentary rules and the Constitution and By-Laws of the Lees-McRae College Alumni Association.



- b.** VICE PRESIDENT – Shall: preside in the absence of the President and give the invocation at the beginning of all meetings; serve at the direction of the President, accepting responsibility for supervision of various committee assignments as deemed necessary; and also spearhead the Nominating and Awards process.
- c.** RECORDING SECRETARY – Shall: keep accurate minutes at the meetings of the Board of Directors and the Annual Meeting of the Association, filing copies with the Director of Alumni relations and President within 30 days of any meeting and making them available to all members; and provide notice of date, time, and place of all meetings of the Alumni Board, not less than 10 days prior to the date of such meeting, either personally or by approved electronic methods.
- d.** TREASURER – Shall: keep such records of all requests and approvals for use of restricted Alumni Board fund; keep records of the financial transactions of the Alumni Association as directed by the Officers of the Alumni Board; and provide financial information to the Alumni Board at each meeting or upon request. Requests must be submitted to Director of Alumni Relations and Advancement Services and obtained by the Office of Business Affairs.

#### SECTION 4. xxxx Society/Emeritus Alumni Board Officers

Any Alumni Board member who completes a term as President of the Alumni Association shall automatically become a member of the xxxx Society. The Society is the organization of former Alumni Board Presidents designed specifically to keep former Presidents engaged in the ongoing life of the College, Alumni Association, and Alumni Board. The Society will meet annually.

### ARTICLE IV

#### LEADERSHIP

##### SECTION 1. Monthly Conference Calls – Committees (Executive, Sub Committees, Chapter Committees)

Committee chairpersons and appointed persons shall schedule monthly calls to discuss and act on items of business.

##### SECTION 2. 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 parliamentary rules and the Constitution and Bylaws of the Lees-McRae Alumni Association.

##### SECTION 3. Conflict of Interest Statement

- a. 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



- b. No Officer, Committee member, Board member or employee 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.

## ARTICLE V

### FINANCES

#### SECTION 1. Financial Support

The members shall support the Association financially through regular participation in the Lees-McRae Alumni Board Fund.

#### SECTION 2. Disbursement

The Alumni Board Treasurer will receive and record all requests for disbursement of funds. Disbursement requests are subject to approval by the Executive Committee with sign-off required by the Alumni Board Treasurer and the Vice President of Advancement or Director of Alumni relations.

#### SECTION 3. Records

The Alumni Board Treasurer will maintain, with assistance of the Director of Advancement Services a record of fund activity and produce quarterly reports to the Board and upon request at regularly scheduled board meetings. Requests for records must be submitted to Director of Alumni Relations and Advancement Services and obtained by the Office of Business Affairs

## ARTICLE VI

### APPOINTMENT OF AND DUTIES OF STANDING COMMITTEES

#### SECTION 1. Appointments of and Duties of Committees

The Executive Committee may create regular or special committees as it deems appropriate. All committees will have at least one executive committee member to act as a (non-voting) liaison between the committee and the executive committee. Each committee will have a chairperson from the Alumni Board and other board members, as appointed by the Executive board or committee chairperson. The committee may have as many members as deemed necessary by the chairperson.

#### SECTION 2. Standing Committees

##### *Executive Committee:*

- a. Shall be composed of the President, Vice President, Secretary and Treasurer and the Director of Alumni Relations. The Executive Committee shall be responsible for the execution of matters referred to the committee, Vice President/Director of Alumni Relations or Alumni Board. It shall have the power to make recommendations to the Board and to act for the Board on all matters which arise between Board meetings.



Meetings may be called by the President of the association or the Director of Alumni Relations.

- b. The Executive Committee may meet in person or virtually and conduct business when necessary.
- c. The Executive Committee will inform the Alumni Board of the business conducted.

*Advancement Committee:*

Initiate, plan and facilitate or assist in fund-raising activities initiated by the Advancement Office or College.

*Enrollment Management Committee:*

Assist the Admissions and Student Life divisions to recruit and retain students. Assist with college fairs, open-houses, orientation, and selected Student Life and Career Services activities.

*Events and Engagement Committee:*

Help develop, plan and host Alumni and College events. Assist with on- and off-campus events as requested by the Vice President/Director of Alumni Relations. Promote the college at public and private events as requested.

*Career Services Committee:*

Orchestrate initiatives with collaborative efforts between the Alumni Board, Office of Alumni Relations, and the Office of Career Services and Life Planning. Enhance efforts to create partnerships with alumni, mentorships, internships, graduate school opportunities, and job placement.

### SECTION 3. Duties of Committee Chair

- a. Conduct the business of the committee in collaboration with the Director of Alumni Relations
- b. Recruit and maintain members
- c. Schedule regular monthly meetings, either in-person or virtual, as needed to conduct the business of the committee
- d. Retain and publish notes from each meeting.

### SECTION 4. Committee Member Term

The committee members shall serve for one calendar year from the first meeting after appointment or longer as deemed necessary by the committee chair or Executive committee.



## ARTICLE VII

### AMENDMENTS

Proposed amendments to the bylaws shall be presented to and approved by a two-thirds (2/3) majority vote of the Alumni Board. Upon approval, amendments shall be effective immediately.

**THIS DRAFT COPY CREATED 9/10/2020 - Gail Miller & Deena Chambers**

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