

Amended May, 2010

**Martin Methodist College  
Alumni Association**

**By-Laws**

ARTICLE I. NAME, HEADQUARTERS, and IDENTITY.

1. This entity shall be known as the “Martin Methodist College Alumni Association” (the “Association”), formerly “The Martin Methodist College National Alumni Association.”
2. The Association’s headquarters shall be at Martin Methodist College, Pulaski, Tennessee (the “College”).
3. The Association, including its membership, governing board, officers and the like, shall be a committee of the College, existing at the pleasure and sole discretion of the College President.

ARTICLE II. PURPOSE.

The purpose of the Association is:

1. To champion and support Martin Methodist College;
2. To promote a mutually beneficial relationship between the College and its Alumni; to encourage alumni participation and commitment; to help develop resources for the association and the college; and to develop the image of the Association and the institution globally; and,
3. To promote mutually beneficial relationships between the College and its friends and among its alumni and its friends.

ARTICLE III. MEMBERSHIP.

1. The Association shall have three types of members:
  - a. “Alumni Members,” who include all former students of Martin Methodist College and its predecessors “Martin College” and “Martin Female College” (i.e., graduates and non-graduates, incl., day, evening, full-time and part-time students); and who hold a current paid \$50 membership in the association; and,

- b. “Associate Members,” who include (i) all current and former members of the faculty, administrative staff and other personnel (employed or contracted) of the College, (ii) all parents of students who are attending or have attended the College and (iii) all “friends” of the College (i.e., individuals and the representatives of organizations who have made any cash or in-kind donation to the College within one or more of the three most recent calendar years); and who hold a current paid \$50 membership in the association; and,
    - c. “Honorary Members,” who are individuals and organizations approved by the Alumni Board, “for life” (subject to periodic Board review), because of significant contribution(s) to the College, through service, donation and the like over or at a significant period of time for the College.
  2. An annual \$50 minimum donation to the alumni association fund is recommended. It is, of course, hoped each member will donate regularly to the College.

#### ARTICLE IV. BOARD OF DIRECTORS and OFFICERS

1. The Association shall be governed by a Board of Directors (the “Alumni Board”), as follows:
  - a. The Board shall consist of:
    - i. Fifteen-to-twenty-two (15-22) individuals, who may only be alumni, faculty, parents and friends (except that the total number of faculty, parents and friends may never exceed three (3) and who may or may not include the Immediate Past President [see this Article IV, #2, infra.]; and, that are paid members of the alumni association; and,
    - ii. The College Alumni Director (or, in her/his absence, The Director of Institutional Advancement), who shall facilitate the conduct of Board affairs, act as an intermediary between the College and the Board but not vote on any Board business, except to break any tie.
    - iii. The Student Government President of the College shall serve as any ex officio member of the Board.
  - b. Board members shall serve three (3) year terms each, staggered so one-third (1/3) of the Board membership (4-5 individuals) are elected each year, except for the Alumni Director (whose term is that of her/his employment by the College). It is hopeful that each member of the alumni

board will make an additional annual contribution of \$50 to support the operations of the alumni association.

- c. It is recommended that no Board member may serve more than two (2) full terms in succession excluding the “seventh” year of an Immediate Past President. This is in no way meant to restrict those servings, but to allow others the same opportunity.
  - d. Any former Board member may serve additional terms, so long as each such term is separated from the last by at least one year and there are vacancies.
  - e. The Board’s Executive Committee [see Article VI, #1 (a), infra.] shall assist the Board President in carrying out the business of the Association between meetings.
2. The following officers for the Association and its Board shall be chosen annually from the membership of the Alumni Board:

President

President-Elect

Secretary

Treasurer

Immediate Past President

And such other officers as the Board may from time to time deem appropriate,

except that it is expected the same individual shall serve, in succession, 2 years as President-Elect, President and Immediate Past President, that, if an individual serves as President during the final year of her/his allowable terms, he/she shall remain on the Board for one more year as an extra, “sixteenth” director in the office of Immediate Past President, and that, if an Immediate Past President departs from the Board, such office shall remain vacant until filled by succession the next year.

3. Such directors and officers shall be selected as follows:
- a. The Association’s Nominating Committee shall present to the annual general meeting of the Association and its Board a slate of candidates for directorships and offices. After additional nominations have been solicited for offices from the attending membership and, if any, added to the ballot, directorships and offices shall then be elected by a majority vote of the membership in attendance at the meeting. (At such meetings, the office of President is open for election only if the current President-Elect has declined to serve as the next President.)

- b. Vacancies in any directorship or office shall be promptly filled by majority action of the Executive Committee (except that any vacancy in the office of Immediate Past President shall remain until filled by succession).
4. Each officer shall perform all duties appropriate to her/his office, including without limitation:
  - a. The President shall preside at all meetings, exercise general supervision over the affairs of the Association, and act as the intermediary between the Board and the College. He/She shall work with the college Alumni Director to see that the alumni projects in support of the college are executed in a professional and successful manner.
  - b. The President-Elect shall assume the duties of the President during her/his absence and encourage and assist in the scheduling and conduct of local alumni events. The President-Elect shall chair the Board's Nominating Committee.
  - c. The secretary shall keep the minutes of all meetings, process and keep all correspondence and care for all permanent records.
  - d. The Treasurer shall receive, hold, and distribute all Association monies and account for the same to the College.
5. All past presidents of the association shall be advisory members of the Board, except for the Immediate Past President (who is a full Board member). It is hoped each past president will regularly attend Board meetings.

#### ARTICLE V. MEETINGS.

1. The Alumni Board (a) will meet quarterly (e.g., in May, coincident with "reunion/jubilee," August, November, and January, coincident with "homecoming" and the annual "Alumni Association meeting") so long as it has significant business to conduct, (b) shall meet every Spring (in conjunction with "reunion/jubilee") to elect directors and officers and conduct an annual, general meeting of the Association, and (c) may meet at such other times as needed to efficiently and effectively conduct the business of the Association.
  - a. The Alumni Association members are encouraged to attend homecoming each year and attend the Alumni Board/Alumni Association meeting.

2. The Alumni Board shall hold its spring (“reunion”) and winter (“homecoming”) meetings at the College. All other meetings will be held at the College, unless otherwise set by the Board, or its Executive Committee (called by the Board President or the Alumni Director upon notice of at least 30 days for quarterly meetings and 15 days for special meetings).
3. All Board meetings shall be open to the membership of the association.

#### ARTICLE VI. COMMITTEES.

1. Committees may from time-to-time be formed for the association and its Board by the Board President, who in the exercise of her/his sound discretion shall determine their function and term, except that there shall at times be:
  - a. An Executive Committee, consisting of the President (as chair), President-Elect and Immediate Past President
  - b. A Nominating Committee, consisting of the President-Elect (chair), Immediate Past President, Secretary and one other Board member selected by the President-Elect.
2. The Board President and the College Alumni Director shall be advisory members of all Board committees, standing and interim, except that the President is the chair of the Executive Committee and may cast no vote on the action of any committee except to break a tie.
3. Committee meetings may be called, upon at least fifteen (15) days notice, by the committee chair, the President or the Alumni director.

#### ARTICLE VII. RULES OF ORDER.

Robert’s Rules of Order (as periodically revised) shall be the parliamentary guide for meetings of the Association, its Board and its Committees, except where they conflict, directly or indirectly, with these By-Laws.

#### ARTICLE VIII. AMENDING THESE BY-LAWS.

These By-Laws may be amended upon (1) a majority vote of the Alumni Board present at a duly called meeting for such purpose and (2) the approval of the College President (or the Director of Institutional Advancement or the Alumni Director, as her/his representative).

Adopted: November 6, 1993

Amended: August-November, 1998

Amended: August 22, 2009

Amended: November, 2009

Amended due to the Newly Launched Alumni Association: May 11, 2010