



MONTREAT COLLEGE

ALUMNI ASSOCIATION

**Alumni Association
Bylaws**

Adopted by the Board of Trustees October 12, 2018

ARTICLE 1. NAME

The name of this organization shall be the Alumni Association of Montreat College. (The term "Association" hereafter shall refer to the Alumni Association of Montreat College.)

ARTICLE 2. PURPOSE

The Association is established by Montreat College for the purpose of supporting and promoting the mission, vision, values, objectives, and faith statement of the College with prayer, time and talents, financial resources, and recruitment and retention of students. The Association is a component part of Montreat College, not a separate legal entity, and the College may modify these bylaws or terminate the Association at any time.

ARTICLE 3. MEMBERSHIP

All graduates and non-graduates, who were enrolled for at least one semester at Montreat Normal School between 1916-1933, Montreat Junior College between 1933-34, Montreat College between 1934-59, Montreat Normal School and Montreat College "High School Division" between 1916-1959, Montreat-Anderson College between 1959-1995 and Montreat College between 1995-present shall be members of the Association. No fee or action is required for those who meet this membership criterion.

Honorary alumni may consist of faculty, staff, trustees and others recommended by the Alumni Association's Leadership Council to the College leadership and approved by the president of Montreat College.

ARTICLE 4. LEADERSHIP COUNCIL

The Leadership Council of the Association (the “Council”) shall consist of a minimum of eight (8) members and no more than fifteen (15) members. Members of the Council (“Members”) will serve for a two-year term. In the event of the death, resignation, retirement, removal or disqualification of a Member during the elected term of office, the Member’s successor shall be elected to serve only until the expiration of the term of the predecessor. Council membership shall be limited to three consecutive terms; however, after one year of absence, former Council members will be eligible for additional terms of service.

The Director of Alumni and Parent Relations shall be an ex officio voting member of the Council.

Officers of the Council shall include a President, Vice President and Secretary. Officers shall be elected by majority vote of the Council at the annual spring meeting prior to the expiration of the term of the incumbent and will take office at the commencement of the start of the following annual fall meeting. All officers will serve for two years, which ends at the conclusion of the annual fall meeting. Officers are eligible for reelection.

The Council will also include representation from the current College student body. One student representative will be appointed by the Director of Alumni and Parent Relations to serve a one-year term. The student begins their service with the annual fall meeting and concludes service at the annual spring meeting. They will have voice without vote. Their primary role is to provide a current student perspective with regard to alumni relations.

If any office shall become vacant before the end of the term, the Council, by majority vote, will elect a successor to complete the term. Present members of the Council as well as members of the Association not serving on the Council shall be eligible for the vacated office. Officers so appointed will serve only the remainder of the term, but be eligible for election for an additional term on Council and/or as an officer.

ARTICLE 5. LEADERSHIP COUNCIL EXPECTATIONS

The Council will:

- Inform Association’s membership of achievements of College alumni, students, faculty and staff;
- Champion and support the College’s priorities, plans, and initiatives to their spheres of influence;

- Lead and serve as volunteers for college activities and events;
- Be a donor of record on an annual basis;
- Be active in fundraising efforts for the college;
- If applicable, be a source for:
 - Internships;
 - Job opportunities;
- Help recommend and recruit students, donors, and college employees;
- Recommend and lead in ways to support College.

The Association's role is to support and promote the College. The Association does not have a separate budget, authority to bind the Association or the College, and is not a separate legal entity. The Members and Officers of the Council shall work with the Director of Alumni and Parent Relations for approval for funding of any proposed expenditures, contracts, or other obligations it proposes.

ARTICLE 6. DUTIES OF OFFICERS

The President of the Association shall: collaborate with the Director of Alumni and Parent Relations on the agenda for Council meetings; preside at Council meetings; insure proper minutes of Council meetings; and appoint committees as necessary in carrying out the priorities and plans of the Association in support of the College.

The Vice President of the Association shall serve on the Council, and preside at Council meetings and business meetings in the absence of the President. In the event of the resignation of the President, the Vice President shall step into the role of President upon approval by the Council.

The Secretary of the Association shall serve on the Council, and be responsible for ensuring proper minutes of Council meetings are recorded and appropriately filed at the College.

ARTICLE 7. NOMINATING COMMITTEE

The Council shall appoint a Nominating Committee of at least three and no more than five Council members and the Director of Alumni and Parent Relations. Members of this committee serve for two years. The Nominating Committee shall actively encourage all alumni to propose nominees. The Nominating Committee will also work throughout the year to recruit quality candidates. The Nominating Committee, after appropriate vetting, shall submit to the Council candidates for the council openings to be filled. The Council will then

recommend a list of candidates through the Director of Alumni and Parent Relations for consideration by the College leadership and to be approved by the president of Montreat College. New Council members will be announced following their election at the annual spring meeting.

ARTICLE 8. COUNCIL MEETINGS, ATTENDANCE, AND PARTICIPATION

The Council will meet twice each year. One meeting will take place in the fall and one in the spring. If necessary, there may be additional special-called meetings. Committees may be required to meet more frequently. Council members are encouraged to attend all meetings. Only Council members, College leadership, and invited guests are permitted to attend Council meetings. Guests are those who have been invited prior to the meeting by mutual consent of the Leadership Council President and Director of Alumni and Parent Relations.

Any Member who misses more than one semiannual meeting in one year may be asked to resign from the Council. Any Member who fails to demonstrate satisfactory effort in meeting expectations outlined in Article 5 above may be asked to resign from the Council. Members may be removed by majority vote of the Council or by discretion of the president of Montreat College.

One-half of the Members in office immediately before a meeting begins shall constitute a quorum for any transaction of business at a meeting. All voting action requires the majority of the Members present at a Council meeting at which a quorum is present to act for the Council.

Meeting dates of the Council will be determined at least one year in advance and communicated to all Council members.

Members are responsible for travel and expenses of meeting.

ARTICLE 9. OTHER CONSIDERATIONS

The bylaws of the Montreat College Alumni Association are under the sole authority of the Montreat College Board of Trustees. The trustees alone possess authority to modify these bylaws at their discretion.

Any and all property of Montreat College, including intellectual property such as the name Montreat College as well as any of its other assets, are the sole property of the College and may not be used for any purpose other than that approved by the College.