

Truett McConnell University Alumni Association
CONSTITUTION AND BYLAWS
Revised March 15, 2025

I. NAME

The name of this association shall be the Truett McConnell University Alumni Association (herein called “Association”).

II. MISSION STATEMENT

The purposes of the Association shall be:

- (a) To support the mission of Truett McConnell University (herein called “University”),
- (b) To encourage fellowship within the Association and to strengthen the bonds between alumni and the University
- (c) To support the development of financial resources beneficial to the mission of the University, and
- (d) To support the engagement of alumni through various University activities.

III. MEMBERSHIP

Membership of the Association shall consist of the following:

- (a) All graduates of Truett McConnell University.
- (b) All students of Truett McConnell University who have been regularly enrolled in arecognized course of study at Truett McConnell University.
- (c) Honorary members approved by the Alumni Executive Committee.

Annual dues are required for active membership, the amount of which will be determined by the Alumni Executive Committee. Current annual dues are \$25 for individuals and \$40 jointly. A one-time payment of dues for a lifetime membership is \$375 for individuals and \$575 jointly.

Annual dues will be received by the office of the Vice President for Advancement and will be deposited into the Standing on Truth Fund (general fund) for the University.

IV. DEFINITIONS

1. *Association*—The Truett McConnell University Alumni Association.
2. *Truett McConnell University (or University)*—The corporate entity presently headquartered in Cleveland, Georgia.
3. *Alumni Executive Committee (or AEC)*—The members of the Association who are responsible for the affairs of the Association except for those matters specifically reserved for consideration and decision by the membership.
4. *Honorary Members*
 - (a) Recipients of honorary degrees from Truett McConnell University;
 - (b) Members of the faculty of the College, while serving in that capacity;
 - (c) The President and other officers of the University;
 - (d) Members of the Board of Trustees of the University, while serving in that capacity;
 - (e) The Advancement Staff for the University;
 - (f) Persons distinguished by service to the University or to the welfare of mankind, or both, and, as a result thereof, elected to honorary membership by the Association after nomination

by the AEC. Honorary members shall participate in the affairs of the Association except for the privilege of voting and holding elective office.

5. *Vice President of Advancement*—The University officer employed from time to time by the University to work with the Association.
6. *Advancement Office*—The place from which the Vice President of Advancement maintains a principal workstation, or the place designated as the alumni office by the AEC or the University, as the case may be.

V. MEETINGS

The Association shall meet at such times, dates, and places as may be from time to time called by the AEC. Notice of the time, date, place and purpose of each such meeting shall be given the membership of the association by standard mail at least thirty (30) days in advance thereof.

A quorum shall consist of a minimum of 50% of the Alumni Executive Committee members plus one additional member in attendance for any properly scheduled meeting of the Association. Meetings will include two in-person meetings and two virtual meetings each year. For any AEC member that misses two consecutive in-person meetings, their AEC membership will come under review resulting in a discussion between the President and the respective AEC member with one of the following three outcomes: resignation of member from AEC, the President can accept extenuating circumstances contributing to absences, or the AEC may vote to replace the member from the Committee.

The minutes of any meeting of the Association shall be distributed and approved at the next succeeding meeting of the AEC.

VI. ALUMNI EXECUTIVE COMMITTEE

Members of the AEC are members of the Association who are responsible for the affairs of the Association except for those matters specifically reserved for consideration and decision by the membership.

Any new member of the AEC shall be recruited and recommended by the Vice President for Advancement and the AEC and submitted to the Association for approval. Prospective AEC members can be nominated by any Association member.

The AEC shall consist of the following:

- (a) The officers of the Association;
- (b) The Vice President of Advancement or its designee
- (c) The president or chairperson of each alumni chapter organized and operating as hereinafter provided;
- (d) No fewer than five nor more than seventeen members.

Sub-committees are formed annually and are to function under the direction of the Alumni Executive Committee. They are selected only from current members of the AEC. The sub-committees are as follows:

- (1) Alumni Events Sub-committee
- (2) Outstanding Alumni Awards Sub-committee
- (3) Nominations Sub-committee
- (4) Strategic Planning Sub-committee.

VII. OFFICERS: SELECTION AND DUTIES

The officers of the Association shall be president, vice president, secretary and treasurer, all with a recommended minimum term of two years but not to exceed four years. The officers shall be recommended by the AEC to the Association for approval.

1. The *president* shall be the presiding officer of the Association and of the AEC. He/she shall have the following duties:

(a) Exercise all privileges of the office of president including, but not limited to, presiding at all meetings of the Association, presiding at all meetings of the AEC, and appointing the chairperson and members of all committees of the Association.

(b) Represent the Association at meetings of the Board of Trustees of the University;

(c) Serve the University in such capacity as may be requested by Truett McConnell University and so accepted;

(d) Serve as an *ex-officio* officer for each alumni chapter organized and functioning as provided below.

2. The *vice president* shall serve as the presiding officer of the Association and of the AEC in the absence of the president and shall otherwise perform the functions of the president in the absence of the president or after the death, resignation, or other removal from office by the president and until a new president is selected and has taken office and to serve the University and the Association in such additional capacities as may be requested and accepted.

(a) The person holding the position of vice president shall be the president-elect and shall automatically succeed to the office of president at the beginning of the fiscal year following the end of his/her term as vice president, provided there has not been an earlier succession as a result of a vacancy in the office of president during a term.

(b) In the event a president should, after having undertaken to serve, resign or for any reason be unable or unwilling to serve, the vice president shall thereupon succeed to the office of president for the remainder of the unexpired term of the president, and the vice president then succeeding to the office of president shall, if the then-remaining unexpired term of the president is less than six months, also be entitled to serve the entire term to which he or she would have thereafter succeeded, had the president not resigned or become unwilling or unable to serve.

3. The *secretary* shall be the person selected to keep or cause to be kept accurate minutes of all meetings of the Association and the AEC.

4. The *treasurer* shall be the person selected to work closely with the Vice President of Advancement or its designee to keep the expenditures and receipts in line with the budgetary requirements and shall keep an accurate record of all significant financial transactions related to the Association.

VIII. ALUMNI CHAPTERS

The organization of alumni based on geographical location or special interest groups is encouraged. Any group desiring to be organized as a chapter may do so upon advising the AEC of such desire and upon receipt of written approval by the AEC. The organization and functioning of a chapter shall be under the direction of the Vice President of Advancement or its designee, and the chapter may have such meetings, elect such officers, appoint such committees as the Vice President of Advancement or its designee may from time to time approve or direct, subject always to the advice and consent of the AEC.

No group may operate as a chapter, as an affiliate of the Association, or in any way use the name "Truett McConnell University" except as herein provided and with the prior written consent of the AEC.

IX. FISCAL AFFAIRS

The fiscal year of the Association for the purpose of accounting, terms of office, and all other purposes for which an annual beginning and ending time period is needed, shall coincide with the fiscal year of the University.

The AEC may, from time to time, if determined fiscally prudent, prepare and adopt a budget for its operation, determine the source of funds from which to meet such budget and other expenses incurred in its operation, and obtain and spend such funds. To the extent the expenses of the Association are budgeted, paid or both as a part of the operating budget of the College, the AEC may determine it has no need for a budget, obtaining funds or spending funds.

Any funds raised by the Association beyond annual dues will be collected by the office of the Vice President for Advancement and designated for the Alumni Scholarship Fund. This scholarship fund is administered by the Office of Financial Aid and is exclusively available for dependents of Truett McConnell University Alumni.

X. AMENDMENTS

This constitution and bylaws may be amended as follows:

- (a) Any proposed amendment must be submitted in writing to the Vice President of Advancement office and filed therein.
- (b) After the presentation of a proposed amendment as its filing at the office, the president shall be advised of same.
- (c) The president shall, within ninety (90) days, cause a copy of the proposed amendment to be sent to each AEC member and shall, concurrently therewith, state the time, date and place of a meeting of the AEC at which meeting the proposed amendment will be presented for action. Notice of the meeting for consideration of the proposed amendment shall be given at least five (5) days prior to such meeting. Such proposed amendment must be approved by a vote of two-thirds of the AEC present, if a quorum (5 members) has been met.
- (d) After approval of such amendment by two-thirds vote of the AEC, notice of the proposed amendment shall be given to the members of the Association. Such notice shall include the exact wording of the proposed amendment or a reasonable summary of same. The notice may include a ballot whereby the member may vote on the proposed amendment. Such notice shall be given at least thirty (30) days prior to the date specified in the notice for the balloting on same. Alternatively, the notice may provide that the amendment will be considered at the next regular meeting of the Association.
- (e) A copy of the proposed amendment containing the exact wording of the proposed change, if such notice mentioned above does not include the exact wording, shall be furnished to each member requesting same at no charge by the Vice President of Advancement or by the president.
- (f) A simple majority of the ballots properly returned or of the members voting at a regular meeting shall determine passage of or failure to pass amendments.

XI. PUBLICATIONS

The Association shall from time to time prepare and mail (or cause the same to be done) such publication, information and writings as the AEC may determine or approve. No alumni chapter shall send written communication to its members without prior written consent of the AEC, except communications which relate to regular and special meetings of such alumni chapter.

Recognizing that much of the communication to members must be done through the facilities and with the cooperation of the University, the AEC may enter into such agreements and delegate such responsibility for alumni services as the AEC and the University from time to time mutually agree, so as to provide maximum services to the members and fulfill the purpose of the Association.

XIV. MISCELLANEOUS

1. Any action which the AEC might take as herein provided may be taken at any regular or special meeting of the AEC by majority of at least a quorum present and voting or unless specific provision to the contrary is herein provided.

2. A quorum of the AEC shall consist of a minimum of five (5) members present at any regular or special meeting.

3. Any action that might be taken by the AEC at a regular or special meeting may be taken by mail ballot upon the presentation to each AEC member of the issue at hand and a written response is made by at least 60% of the AEC. A majority of those responding in writing, provided at least sixty (60%) so respond, shall determine the issue or issues so presented. A request for action by written ballot to the AEC shall be done at the discretion of the president of the Association or upon receipt of the request in writing from at least three (3) AEC members. The AEC may from time to time delegate some or all of its administrative responsibilities to the president of the association or one or more committees and authorize such delegates to act for the AEC between meetings of the AEC.

4. At the discretion of the AEC, matters in addition to the amendments to this constitution may be presented to the members of the Association by mail ballot. If a matter is presented to the membership for decision by mail ballot, a quorum shall consist of the number of ballots properly returned and a majority of those properly responding shall determine the issue unless a contrary percentage is herein provided or specially stated in the instructions accompanying the mail ballot.

5. The AEC shall establish such committees, both standing and temporary, which may be needed from time to time to carry out the affairs of the Association. The president shall have the power to name the chairpersons and members of such committees.

6. The president may appoint special temporary committees and name the chairpersons and members thereof to function between meetings of the AEC. If the AEC fails to take action to approve or disapprove such action of the president of the Association at their next succeeding regular meeting, it shall be conclusively presumed that such action has been duly approved by the AEC.

7. Even though the alumni chapters may elect their officers at different times of the calendar year and may have a different fiscal year from that of the Association, the persons holding the respective office which shall entitle such persons to be an AEC member for the ensuing fiscal year shall be the persons that hold such office as of the first day of each fiscal year of the Association, even though the office of such person in an individual alumni chapter shall have been terminated, or such officer shall have been replaced by the election of a new officer before the expiration of the fiscal year of the Association.

8. The AEC may adopt such bylaws, rules of procedure and organizational structure as they may, in their sole discretion, determine appropriate, not inconsistent with this constitution and bylaws. Without limiting the generality of the above, there may be included rules of order for conducting meetings, type of notice and procedure for regular and special meetings, procedure for establishing an agenda for meetings, the presentation or approval of proposed bylaws for the organization and the operation of alumni chapters and other matters not specifically reserved to the membership of the Association by this constitution and bylaws.