

**Constitution and By-Laws**  
**Of the**  
**Baptist Memorial College of Health Sciences**  
**Alumni Association**

**CONSTITUTION**

**ARTICLE I – NAME**

The name of the organization shall be the Baptist Memorial College of Health Sciences Alumni Association.

**ARTICLE II – PURPOSES**

The purposes of the Association shall be to:

- Strengthen the ties between the graduates of Baptist Memorial College of Health Sciences and previous academic programs and the College;
- Serve as an active resource to current students, graduates, College administration and faculty;
- Preserve and further the mission and ideals of the College;
- Participate in further development of the College;
- Assist in Student recruitment and placement efforts.

The purpose of the Alumni Board of Directors is to facilitate the achievement of the purposes of the Baptist Memorial College of Health Sciences Alumni Association and to support the Mission, Vision, and Values of the College. Goals to achieve this purpose include:

- Developing and nurturing relationships with current and future alumni and engaging them in activities at the College;
- Assisting in promoting effective communication between the College and alumni;
- Assisting in the identification and recruitment of qualified students;
- Establishing a connection for alumni and current students by participating in varied College activities;

- Encouraging financial support of the College.

### **ARTICLE III – MEMBERSHIP**

SECTION 1: Graduates of Baptist Memorial College of Health Sciences and other academic programs or schools predating the formation of the College shall be members of the Baptist Memorial College of Health Sciences Alumni Association.

SECTION 2: Those interested in the College, but not graduates, shall be designated “friends.” They will receive mailings from the Association but shall not be considered voting members.

### **ARTICLE IV – OFFICERS**

SECTION 1: The Officers of the Association shall be:

President

Vice President

Secretary

Immediate Past President

SECTION 2: The Director of Alumni Affairs shall serve as the corresponding secretary and shall not have voting rights.

### **ARTICLE V – ALUMNI BOARD**

SECTION 1: The Alumni Board shall consist of the four (4) officers of the Association, the Director of Alumni Affairs, and the following additional members:

Eleven (11) members-at-large allowing for appropriate representation among all academic groups and diversity in regions of residence.

SECTION 2: The Executive Committee of the Alumni Board shall consist of four (4) officers of the Association and the Director of Alumni Affairs.

### **ARTICLE VI – DIRECTOR OF ALUMNI AFFAIRS**

Baptist Memorial College of Health Sciences shall employ a Director of Alumni Affairs.

## **ARTICLE VII – MEETINGS**

- SECTION 1: The Association shall have an annual meeting.
- SECTION 2: The Alumni Board shall have two (2) regular meetings a year.
- SECTION 3: The Executive Committee of the Alumni Board may meet prior to the regular meeting of the Board.
- SECTION 4: A representative from the Student Ambassadors shall provide an update regarding the student body at each Board meeting.

## **ARTICLE VIII – ELECTION OF OFFICERS AND BOARD**

- SECTION 1: Candidates for Board membership may be made for consideration by any member of the Association.
- SECTION 2: The Board members shall fill vacancies on the Board as they occur based on term limits or resignation.
- SECTION 3: The members of the Board shall select the President, Vice President and Secretary of the Board.
- SECTION 4: Any vacancy shall be filled by appointment of the Executive Committee of the Board for the remainder of the term limit.

## **ARTICLE IX – AMENDMENTS**

Amendments to the Constitution and By-Laws of this Association shall require the following steps:

1. A simple majority vote of a quorum of the Alumni Board
2. A notification of amendment adopted will be published in the Alumni Newsletter with instructions for questions and timeframe.

## **BY – LAWS**

### **ARTICLE I – OFFICERS and ALUMNI BOARD**

Officers, other than the Immediate Past President, will be elected for one (1) two-year term, with the expectation of the Vice President succeeding to the Presidency. The Alumni

Board shall be elected for one ( 1 ) three-year term with one-third of the members rotating off each year. These persons will perform the usual duties of such officers and be responsible for the affairs of the Association.

### **PRESIDENT**

SECTION 1: The President will be the Chief Executive Officer of the Association, and will preside at all meetings, appoint ad hoc committees and serve as an ex officio member of all committees, except the nominating committee.

### **VICE PRESIDENT**

SECTION 2: The Vice President will preside in the absence of, or when requested by, the President and in those cases will perform the duties of the President.

### **SECRETARY**

SECTION 3: The Secretary will perform the usual duties of the office.

### **IMMEDIATE PAST PRESIDENT**

SECTION 4: The Immediate Past President services as the chairperson of the Nominating Committee.

### **ALUMNI BOARD**

SECTION 5: The Alumni Board shall manage the affairs of the Association except as limited by a vote of the Association.

## **ARTICLE II – COMMITTEES**

SECTION 1: There shall be only two (2) standing committees: Nominating Committee and Executive Committee, Special committees will be appointed as needed.

SECTION 2: The President of the Alumni Board shall appoint a Nominating Committee of four (4) members in addition to the Immediate Past President from the Alumni Board to prepare a slate of members and officers for the Board's selection process.

SECTION 3: The Executive Committee can take action on behalf of the Board in emergent circumstances.

SECTION 4: The President of the Alumni Association is an ex officio member of all committees except the Nominating Committee.

SECTION 5: The Director of Alumni Affairs is a non-voting member of all committees.

### **ARTICLE III – DIRECTOR OF ALUMNI AFFAIRS**

SECTION 1: The Director of Alumni Affairs will be the chief liaison between the Association and the College; will coordinate all alumni activities; will maintain and preserve appropriate historical records; and will perform such duties as may be required by the Alumni Board.

### **ARTICLE IV – MEETINGS**

#### **Meeting of Association**

SECTION 1: The annual meeting of the Association shall take place during June or another approved time. Special meetings may be called by the College President with the approval of the Executive Committee.

#### **Meeting of the Board**

SECTION 2: There shall be two (2) regular meetings of the Alumni Board; the first shall take place in January; the second, no later than June. Other meetings may be called by the Board President. Thirty (30) days notice of a meeting of the Alumni Board shall be given to each member, and shall, as far as practicable, contain a statement of business to be transacted as such meeting.

#### **Committee Meeting**

SECTION 3: Committees shall be subject to the call of their respective chairperson.

#### **Quorum**

SECTION 4: Fifty-one percent (51%) of voting members present shall constitute a quorum at any meeting of the Association, Board, or committee.

### **ARTICLE V – NOMINATION OF OFFICERS**

SECTION 1: The Nominating Committee shall present a slate of the following officers:

President

Vice President

Secretary

And for vacancies in the three-year terms of office for the following members of the Alumni Board:

Eleven (11) Members at large

SECTION 2: The officers will be presented at the spring meeting of the Alumni Association.

SECTION 3: The slate will be accepted by a simple majority of a quorum of Board members.

## **ARTICLE VI – BY-LAWS REVIEW**

SECTION 1: There will be a review of the By-Laws by the Alumni Board every three (3) years.

Updated 10/8/07

Revised 4/30/14

Revised 1/23/15