

**Constitution and By-Laws of the
Baptist Memorial College of Health Sciences/d.b.a.
Baptist Health Sciences University
Alumni Association**

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be the Baptist Memorial College of Health Sciences/d.b.a. Baptist Health Sciences University Alumni Association.

ARTICLE II – PURPOSES

The purposes of the Association shall be to:

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

The purpose of the Alumni Board of Directors is to facilitate the achievement of the purposes of Baptist Health Sciences University Alumni Association and to support the Mission, Vision, and Values of the University.

Goals to achieve this purpose include:

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

ARTICLE III – MEMBERSHIP

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

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

ARTICLE IV – ALUMNI BOARD

SECTION 1: The Alumni Board shall consist of the three (3) officers of the Association, the University’s Relationship Marketing Coordinator, and the following additional members:

A minimum of 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 three (3) officers of the Association and the Relationship Marketing Coordinator.

ARTICLE V – OFFICERS

SECTION 1: The Officers of the Association shall be:

Chair

Chair Elect

Secretary

SECTION 2: The University’s Relationship Marketing Coordinator shall serve as the corresponding secretary and shall not have voting rights.

ARTICLE VII – MEETINGS

SECTION 1: The Association shall have at least one 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: Key representatives of the University leadership team will be invited to provide updates to the Alumni Board. Students representing various leadership groups and initiatives may also be asked to attend the Board meeting to provide updates.

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 Chair, Chair Elect 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 will be elected for one (1) two-year term, with the expectation of the Chair Elect succeeding to the Chair. The Alumni Board shall be elected for one (1) three-year term with approximately one-third of the members rotating off each year. All terms shall commence and conclude at the Spring meeting. These persons will perform the usual duties of such officers and be responsible for the affairs of the Association.

CHAIR

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

CHAIR ELECT

SECTION 2: The Chair Elect shall serve concurrently with the second year of service of the Chair and will preside in the absence of, or when requested by, the Chair

and in those cases will perform the duties of the Chair. In the event that the Chair Elect is unable to serve, the Nominating Committee shall make recommendation to the full board for another board member to serve.

SECRETARY

SECTION 3: The Secretary shall cause minutes to be kept of the meetings of the Board and perform the usual duties assigned to the office.

ALUMNI BOARD

SECTION 4: The Alumni Board shall manage the affairs of the Association except as limited by a vote of the Association.

ARTICLE II – COMMITTEES

SECTION 1: In addition to any other committee that the Board of Directors may authorize the formation of, there shall be only two (2) standing committees: Nominating Committee and Executive Committee

SECTION 2: The Nominating Committee shall be comprised of the Chair, Chair Elect and the University's Relationship Marketing Coordinator. The Relationship Marketing Coordinator serves ex officio. The committee is responsible for presenting to the Alumni Board prior to the annual Spring meeting a list of eligible nominees to fill any vacant or expiring terms of membership and recommendations of officers for the board.

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

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

SECTION 5: The Relationship Marketing Coordinator and Director of Alumni Affairs are non-voting members of all committees.

ARTICLE III – REALATIONSHIP MARKETING COORDINATOR

SECTION 1: The Relationship Marketing Coordinator under direction of the Director of Alumni Affairs will be the chief liaison between the Association and the University; 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 the last weekend in April or another approved time. Special meetings may be called by the University President and/or Relationship Marketing Coordinator with the approval of the Executive Committee.

Meeting of the Board

SECTION 2: There shall be two (2) regular mandatory meetings of the Alumni Board; the first shall take place in alignment with the annual meeting of the Association; the second, in the Fall term. Other meetings may be called by the Board Chair. 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. Further, the Alumni Board or any committee thereof is authorized to take action on unanimous written consent in lieu of an actual meeting; and, to conduct a meeting by telephone or other means whereby all members participating may simultaneously hear each other. A member's participation by such mechanism shall be equivalent to presence in person at the 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:

Chair
Chair Elect
Secretary

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

A minimum of 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.

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