THE MEREDITH COLLEGE

ALUMNAE ASSOCIATION

Constitution and Bylaws

Adopted May 17, 1975

Amended:
May 12, 1984
May 9, 1987
May 12, 1990
October 5, 2002
October 4, 2003
October 2, 2004

Our Mission...

The Meredith College Alumnae Association is committed to its membership and to strengthening the relationship between alumnae and the College. Through partnerships with communities, trustees, administration, faculty, and students, the Association seeks to support the College in its mission of educating women to excel. The Association seeks to encourage alumnae participation through programs, fundraising, and outreach and is committed to diversity, academic excellence, and the integrity of Meredith College.

(Adopted July 1, 2002)
CONSTITUTION

Article I: Name

The name of the organization shall be the Meredith College Alumnae Association.

Article II: Purpose

The Association shall serve to strengthen relationships among alumnae and between alumnae and the College. (See Association Mission)

Article III: Membership

ITEM A: All former students are members of the Association
ITEM B: Honorary Memberships may be conferred by the Board of Directors.

Article IV: Board of Directors

ITEM A: The Board of Directors shall be composed of the Executive Committee, the Regional Directors (formerly Directors-at-large) and the Chairs of Standing Committees. Past Directors of Alumnae and Parent Relations (formerly Alumnae Affairs) and the Meredith Fund (formerly Annual Giving) who are alumnae shall be ex-officio, non-voting members.
ITEM B: The Board of Directors shall adopt goals for the Association and shall be empowered to act in the name of the Association.
ITEM C. There shall be twelve Regional Directors elected to the Association Board of Directors. Up to six Regional Directors may be elected annually to serve a two-year term. At least two Regional Directors shall reside outside of North Carolina. At least two Regional Directors shall reside West of Raleigh. At least two Regional Directors shall reside East of Raleigh. This geographical configuration may change based on need, regional alumnae population and programming pertinent to the Alumnae Association.
ITEM D: The Regional Directors shall assist with special projects, committees and matters of regional concern.

Article V: Officers

ITEM A: The Officers of the Association shall be a President, a President Elect, (in appropriate years) a Vice President for Outreach, a Vice President for Programs, a Vice President for Development, a Secretary, a representative of 23+ Alumnae, a representative of Graduate School Alumnae, a Young Alumna Representative, an Alumna Trustee, and the Immediate Past President. Said offices comprise the Association Executive Committee.
ITEM B: Officers of the Association shall be elected to two-year terms, with the exception of the President Elect, who shall serve a one-year term during the second year of the sitting President’s term of office. The Immediate Past President shall serve one year on the Executive Committee and may serve a second year at her pleasure.

Article VI: Standing Committees

ITEM A: Standing Committees to carry out the business of the Association shall be appointed annually by the President after consultation with the Executive Committee.

ITEM B: A Nominating Committee, composed of five (5) members, will meet annually to nominate new board members. The Immediate Past President shall Chair said committee. She shall appoint members to said committee in concert with the sitting President. Should the Past President choose not to chair the Nominating Committee, as is her prerogative in her second year, the President shall appoint a chair for said committee.

ITEM C: An Alumnae Awards Committee, composed of five (5) members, will meet annually to review nominations for alumnae awards. The President Elect shall Chair the said committee. She shall appoint members to said committee in concert with the sitting President. In years with no President Elect, the sitting President shall appoint a chair for said committee.

Article VII: Meetings

The Alumnae Association shall hold one Association-wide meeting per year, in the spring during Alumnae Reunion Weekend. Other meetings may be called by the Board of Directors.

Article VIII: Amendments

The Constitution of the Association may be amended by a two-thirds vote of the members present at any meeting of the Association provided said amendment has been recommended by the Board of Directors and presented to the membership of the Association at least two weeks in advance of said meeting.

Article IX: Order and Manner of Acting

Parliamentary law, as outlined by Robert’s Rules of Order Newly Revised shall govern the proceedings of this Association.
BYLAWS

Section I

BOARD OF DIRECTORS OF THE MEREDITH COLLEGE ALUMNAE ASSOCIATION

The Board of Directors of the Meredith College Alumnae Association are comprised of the officers of the Alumnae Association and the Regional Directors. The Board of Directors of the Alumnae Association shall share of their time and financial resources as they are able.

Section II

OFFICERS OF THE MEREDITH COLLEGE ALUMNAE ASSOCIATION

The Officers of the Alumnae Association shall comprise the Executive Committee. The duties of the Officers are as follows:

A. The President shall preside over all meetings of the Alumnae Association, the Executive Committee, the Board of Directors, and the Alumnae Council. Upon receipt of recommendation from the Executive Committee, the President shall appoint committees and assign duties to the Regional Directors. She may serve as an ex-officio (non-voting) member on all Association committees. The President may direct the work of any committee appointed to determine appropriate awards to or recognition of alumnae.

B. The President Elect shall assist the President and perform the duties of the President in her absence. In the event of the sitting President’s incapacity to serve, the President Elect shall succeed her until the next election cycle. [In years without a President Elect, should the sitting President become incapacitated, the Nominating Committee will be convened in order to fill said position post haste.] The President Elect shall perform necessary committee work as appropriate and other duties with guidance/request from the President. The President Elect shall chair the Alumnae Awards committee and oversee its process.

C. The Vice President for Outreach shall work with the Director of Alumnae and Parent Relations, the Director of the Meredith Fund and any designated committees or persons in planning and implementing volunteer/service/community-related activities with alumnae chapters, Regional Representatives, class agents and any/all segments of the Association-at-large.

D. The Vice President for Programs shall work with the Director of Alumnae and Parent Relations, the Director of the Meredith Fund, appropriate Admissions Officers, and designated committees in the planning and implementation of programs such as Alumnae Association meetings,
Alumnae Reunion Weekend, recruitment efforts, and any/all special events.

E. The Vice President for Development shall work with the Director of Alumnae and Parent Relations, the Director of the Meredith Fund and the Director of Corporate and Foundation Relations as appropriate. She shall work with class gift agents and any designated committees in the planning and execution of all alumnae fundraising programs.

F. The Secretary shall accurately record the minutes of the Association, the Executive Committee, the Board of Directors, and the Alumnae Council. The minutes shall be housed in the Alumnae Office as permanent records.

G. The Past President is a voting member of the Executive Committee, Board of Directors and Alumnae Council. She shall chair the Nominating Committee and will assist the President and Association officers when needed.

H. The 23+ Representative is charged with representation and advocacy for those students who returned to Meredith College after the age of 23. (formerly known as Re-Entry students) She works with the Alumnae Association Executive Committee and Board of Directors to ensure the inclusion of these graduates in programs, events, fundraising and policy-making.

I. The Alumna Trustee Representative is selected by the Association Nominating Committee. She ensures a working relationship between the Alumnae Association leadership and the College’s Board of Trustees. She is the formal advocate for the Alumnae Association to the Trustees.

J. The Young Alumna Representative shall work with the Assistant Director of Alumnae and Parent Relations, the Chair of the Young Alumnae Board, and other pertinent staff members. She shall assist with the planning and implementation of programs which will foster the active involvement of Meredith graduates of 10 years or less and their integration into the greater Alumnae Association.

K. The Graduate School Alumnae Representative shall represent and advocate for those alumnae who hold degrees from the College’s Graduate School Program(s). She/he works with the Alumnae Association Executive Committee and the Board of Directors to ensure the inclusion of these graduates in programs, events, fundraising, and policy-making.

Section III DIRECTORS OF ALUMNAE AND PARENT RELATIONS and the MEREDITH FUND

The Director of Alumnae and Parent Relations and the Director of the Meredith Fund are employees of Meredith College. They shall serve as liaison between the College and alumnae and serve as staff to the Association.

Section IV THE EXECUTIVE COMMITTEE
A. The Executive Committee shall be composed of the President, the President Elect, (in appropriate years) the three Vice Presidents, the Secretary, the Immediate Past President, the 23+ Representative, the Young Alumna Representative, Graduate School Alumnae Representative, and the Alumna Trustee. The Directors of Alumnae and Parent Relations and the Meredith Fund shall be ex-officio members of the Executive Committee.

B. The Executive Committee shall serve as the short and long-range planning committee of the Alumnae Association. The committee shall recommend plans for adoption by the Board of Directors. The committee shall oversee the goals and activities of the Association, in concert with the Board of Directors. The Executive Committee, the Board of Directors, and the Alumnae Council are accountable to the Association membership.

C. The Executive Committee is empowered to act on behalf of the Board of Directors when dealing with the following conditions:
1. Removal of officers and Board members
2. Appointment of Board members to fill vacated slots
3. Budget decisions (when appropriate)
4. Attendance monitoring and enforcement
5. Maintenance of Board integrity
6. Peer-to-peer and pertinent dealings of a sensitive or confidential nature.
7. Setting general expectations for the Board of Directors.
8. The Executive Committee is, at all times, accountable to the Board of Directors and the Alumnae Association.

Section V THE ALUMNAE COUNCIL

A. The Alumnae Council shall be composed of the Board of Directors, members of Standing Committees, Past Presidents of the Association, the elected Class Event Agents, Gift Agents and Historians from each graduating class or their designees, two representatives from alumnae chapters (when possible), current alumnae trustees and other alumnae named by the President. Members of the Alumnae Council shall share of their financial resources as they are able.

B. The Council shall serve as forum for the exchange of ideas and information and shall meet once per year at the Alumnae Fall Council Meeting.

Section VI AD HOC COMMITTEES AND TASK FORCES

Other (non-standing, Ad Hoc committees or Task Forces) committees may be appointed by the President, upon recommendation from the Executive
Committee. Said bodies shall be based upon specific needs and goals and may be dissolved upon completion of duties or extended when appropriate.

A. Chairs of Ad Hoc Committees/Task Forces shall attend meetings of the Board of Directors or Executive Committee at the discretion of the President and the Executive Committee.

B. Vice Presidents may appoint members to Ad Hoc Committees/Task Forces with input from the President, Executive Committee and staff.

C. Said committees shall be representative of the alumnae body at large.

Section VII MEETINGS

A meeting is defined as a legitimate business gathering, which produces minutes.

A. The Executive Committee shall meet a minimum of four (4) times per year. (Once per quarter)

B. The Board of Directors shall meet a minimum of twice (2) per year.

C. The Alumnae Association shall meet once per year, in the spring.

D. Special meetings of the Executive Committee and the Board of Directors may be conducted electronically (internet) with the consent of the involved parties. All adopted manners of acting, voting and quorum shall apply to the electronic meeting format. Quorum for said meeting environment is a simple majority plus one.

E. Members of the Executive Committee and the Board of Directors are expected to attend all posted and called meetings.

Section VIII QUORUM and VOTING

A Quorum is the number of members of a group or organization required to be present to transact business legally.

A. The established quorum for the Executive Committee shall be comprised of two-thirds of the Committee’s membership. (six of nine members)

B. The established quorum for the Board of Directors shall be comprised of a simple majority of its membership plus one. (twelve of twenty-one)

C. A member of either committee may request a vote by sealed or verbal proxy when proxy voting is allowed by consensus. (Proxy is defined as written authorization empowering another person to vote or act for the signer.)

Section IX AMENDMENTS
Amendments to the Bylaws of the Meredith College Alumnae Association may be facilitated through the voting norms established in Section VIII. Amendments to these Bylaws must be voted upon and adopted by the full Board of Directors with recommendation from the Executive Committee. All motions for amendment must be made in writing and available to the Executive Committee, then the Board of Directors, a minimum of one week prior to a voting meeting.
STANDING RULES

SR I Reporting Procedures

A. Minutes
   1. Minutes are required from all committees of the Alumnae Association.
   2. A Secretary/Recorder should be appointed by each committee chair.
   3. Minutes should contain a copy of the agenda, date of meeting, members in attendance, and salient points of business.
   4. Minutes of each committee should be routed to the committee chairman for approval.
   5. The committee chair shall provide copies of committee minutes to the Executive Committee within five working days of convening.
   6. The Association Secretary shall be responsible for the dissemination of minutes to the Board of Directors and all appropriate parties.

B. Association Secretary
   1. The Association Secretary, working with the Director of Alumnae and Parent Relations, shall be responsible for proper routing of meeting minutes to pertinent parties within the College.
   2. All voting actions/motions should be recorded separately and filed appropriately in the Alumnae Office.

SR II Non-Attendance

The Executive Committee retains the right to deal appropriately with those members of said committee or the Board of Directors who do not attend the necessary business meetings or are otherwise rendered incapable of continuing their defined duties.

SR III Amendment

Amendments to the Standing Rules of the Meredith College Alumnae Association may be facilitated by the Executive Committee or the Board of Directors at the request of the President or other proposing Officers. Adopted voting norms, notification and manner of acting shall apply.
POLICIES

A policy is a definite course of action adopted for the sake expediency and facility. Policies may also be defined as practical wisdom, adopted to allow a timely and cogent flow of information and manner of acting.