

# CONSTITUTION AND BYLAWS

## LANDER UNIVERSITY ALUMNI ASSOCIATION

### ARTICLE I

#### Name

The name of this organization shall be the Lander University Alumni Association, Incorporated.

### ARTICLE II

#### Purpose

The purpose of this organization shall be to further the interest of Lander University and to promote among its present and former students and friends a spirit of good fellowship and loyalty, to promote and coordinate continuing alumni activities, to assist in scholarship programs and to grow lifelong engagement of current and future alumni through service and support to aid in the advancement of Lander University.

### ARTICLE III

#### Membership

- Section 1. Membership in the Association shall consist of those individuals who have received a certificate or a diploma signifying graduation from Lander.
- Section 2. Members of the Lander University faculty, The Lander Foundation Board of Directors, The University Board of Trustees, and recipients of honorary degrees from the University shall be deemed ex-officio members of the Association.
- Section 3. Active membership in the Association shall consist of an annual contribution to The Lander Foundation at a minimum of \$150.00 per fiscal year, this amount may be reached by participating at a monthly giving level of \$12.50 per month or can be paid in full by June 30<sup>th</sup> of each fiscal year. The member renewal date is July 1 of each calendar year.
- Section 4. The Vice President for University Advancement shall be an ex officio member but not a voting member.
- Section 5. Any member may resign at any time. Such resignation shall be made in writing, submitted to the President and shall take effect upon acceptance by the board, except that two (2) consecutive absences from Board meetings shall constitute immediate resignation from the Board.
- Section 6. No member shall be compensated for his or her service.

## ARTICLE IV

### Officers and Their Duties

Section 1. The officers of this Association shall be President, Vice President and Secretary.

Section 2. Duties of Officers:

- A. President. The President of the Alumni Association shall maintain general supervision and oversight of the board and shall preside over all meetings of the board. The President shall be the Chairman of the Board and Executive Committee; shall serve ex-officio on all committees; and shall appoint all committees not otherwise provided for.
- B. Vice President. The Vice President shall perform the duties of the President in the absence or inability of the President to assume such duties, and such other duties as the President shall assign him/her.
- C. Secretary. The secretary shall keep an accurate account of the proceedings of each meeting of the Board, transcribe the minutes of each meeting and record a full and accurate report of attendance at each meeting of the board. All minutes and documentation will be kept in the Office of Alumni Affairs for historical record purposes.
- D. Treasurer. The Treasurer shall be the Director of Accounting for University Advancement and have general supervision over the financial records of the Association, work to issue payment of obligations of the Association. He/she shall be authorized to work with the auditor to prepare necessary forms for tax agencies. The Treasurer shall be an ex officio Director but not a voting director.
- E. Removal. Any officer may be removed from his or her office by majority vote of the full board, as then constituted, at any meeting of the Board, provided that the notice of such meeting clearly states that a motion will be made at the meeting to remove such an officer from his or her office. No cause need be assigned for any removal under this section.

## ARTICLE V

### Governance

Section 1. Governing Body and Committees of the Association

- A. The Board of the Association shall consist of no more than 30 members, including ex officio members and honorary members. The Director of Alumni Affairs, the Treasurer and the Vice President for University Advancement shall serve as ex-officio non-voting members.

B. Executive Committee

- (1) The Executive Committee of the Association shall consist of the officers of the Association and the Director of Alumni Affairs.
- (2) The Executive Committee shall have the power to conduct the affairs of the Association when it is impractical to call together all members of the Board.

C. Governance Committee

The governance committee shall oversee the organizational needs of the board through policies, procedures, robust recruitment, nomination of board members and onboarding process, provide ongoing education to members and facilitating an inclusive and engaged culture. The committee also monitors the performance of Board members and conducts an annual review of the bylaws.

- (1) This Committee shall be appointed annually by the President and the Alumni Director.
- (2) A minimum of three members of the Association Board from across membership shall comprise the Committee.
- (3) The Committee shall present a slate of nominees at each Spring board meeting for positions that are vacant each year on the Executive Committee and Alumni Board.
- (4) The Alumni Association Board will vote on the slate of nominees presented by the Governance Committee. The approved slate of new members will begin their terms on July 1<sup>st</sup> each year.
- (5) The Committee shall receive applications for membership to the board from alumni. All nominations must be received two weeks prior to the Spring Alumni Association Board meeting. If no applications are received, or the committee deems that applicants are unsuitable for board positions, nominees can be presented by the committee members or the board positions may remain unfilled until the next voting cycle.

D. Special Recognition and Engagement Committee

- (1) The Special Recognition and Engagement Committee shall be appointed annually by the President and Alumni Director.
- (2) The Special Recognition and Engagement Committee will assist with programming and engagement opportunities with students and alumni to increase awareness of the Alumni Association.
- (3) The Special Recognition and Engagement Committee shall promote and encourage the participation of alumni in support of the mission

of Lander University and the purpose of the Alumni Board.

- (4) The Special Recognition and Engagement Committee shall put out a call for and receive nominations for Alumni Association Awards as described in ARTICLE XII and select the alumni Award recipients.

Section 2. Board Member Terms of Service

The term of a board member shall be three years. A board member may succeed themselves except that no person who has served two (2) successive terms shall be eligible for re-election until at least one (1) year has elapsed following the end of their latest term.

Section 3. Special Interest Groups

Local clubs composed of former students or friends of the University may be organized wherever a large enough group is found who desire more than one meeting a year. Local clubs shall have as their objective the furthering of the interests of the University and the Alumni Association in the local community.

## ARTICLE VI

### Annual Alumni Fund Drive

- Section 1. The annual alumni fund drive is a joint venture with the University's Annual Giving Program.
- Section 2. This fund shall be used to promote projects of the Association.
- Section 3. In the event of dissolution of the Lander University Alumni Association, the residual assets of the organization will be dispersed in accordance with the charter provisions of the Association.

## ARTICLE VII

### Elections and Terms of Office

- Section 1.
- A. All officers shall be elected by members of the Association at the annual meeting from a slate of officers presented by the Governance Committee.
  - B. Candidates seeking officer positions shall have had experience on the Board of the Association.
  - C. A vacancy in any office, other than that of President, occurring between annual meetings, shall be filled by the Executive Committee.
- Section 2.
- A. The regular term of office of the officers shall be one year. Terms run from June 30<sup>th</sup> to July 1<sup>st</sup> each year.

- B. No officer, except the Treasurer, shall be eligible for the same office for more than two consecutive terms.
- C. Alumni serving as members of the Alumni Association will be donors to The Lander Foundation at a minimum of \$150.00 per fiscal year.

## **ARTICLE VIII**

### Meetings

- Section 1. An annual meeting shall be held in the Spring and Fall. The Spring meeting shall be held in the months of May or June of each year, in which the Association shall receive reports, elect officers, and declare the policies of the Association, as set by the Board, for the ensuing year.
- Section 2. Special meetings of the Association shall be called at the discretion of the President or three members of the Board.

## **ARTICLE IX**

### Alumni Awards

- Section 1. Distinguished Alumni
  - A. Distinguished alumni award/awards shall be presented annually to alumni chosen on the basis of participation in civic, cultural, educational, and/or church activities. The alumni should have distinguished himself/herself in his chosen field and have manifested special interest in Lander with his/her time, talents and resources.
  - B. Nominations must be submitted on forms available through the Alumni Office or alumni publications. Nominations may be carried over for a maximum of three years.
  - C. The Alumni Association Nominating Committee shall select the recipient from among those nominated and present the proposed award winner for approval of the full board at the fall meeting.
- Section 2. Young Alumni of the Year

An annual award shall be presented annually to a "Young Alumni" who has graduated within the past fifteen years. He/she shall be chosen for having manifested special interest in Lander University and in his/her community.
- Section 3. Grace Iler Norman Award

An award will be presented to an alumni who has shown loyalty and significant alumni achievement within the Alumni Association. This award will be considered the highest honor bestowed by the alumni association and will only be

presented annually when a candidate is nominated.

## **ARTICLE X**

### **Representation and Vote**

The voting body of the Association shall consist of all who are active members of the Association, as provided in Article III. A majority of the voting members constitute a quorum, and except as provided elsewhere in the Bylaws, a vote of the majority of those voting members that are present shall decide all questions. A number of less than a quorum may adjourn a meeting until a quorum is present.

## **ARTICLE XI**

### **Amendments**

Amendments to the Constitution and Bylaws of this Association shall be made at any annual meeting, or called meeting, by a two-thirds vote of the members present. No proposition to amend shall be acted upon unless approved by the Board and written notice thereof has been sent out to members of the Association prior to the meeting.

## ARTICLE XII

### Parliamentary Procedure

All matters not otherwise provided for by the Constitution and Bylaws shall be governed by Robert's Rules of Order (Newly Revised).

ADOPTED: May 6, 1950  
AMENDED: May 28, 1955  
AMENDED: May 25, 1957  
REVISED: May 27, 1961  
REVISED: August 5, 1966  
REVISED: May 6, 1972  
REVISED: May 4, 1974  
REVISED: May 6, 1978  
REVISED: May 7, 1983  
REVISED: August 16, 1986 ---

Revisions made by Committee:  
Keith Polatty '84, Chairman  
Jane Bellune Jeter '36  
Jean Tribble McFerrin '48, Jeff May '73

REVISED: April 23, 1988  
REVISED: April 25, 1992  
REVISED: September 17, 1994  
REVISED: April 29, 1995  
REVISED: April 28, 2001  
REVISED: October 7, 2006  
REVISED: April 16, 2011  
REVISED: October 19, 2013  
REVISED: October 10, 2015  
REVISED: November 5, 2016  
REVISED: May 15, 2025