

LOUISBURG COLLEGE ALUMNI ASSOCIATION
CONSTITUTION AND BYLAWS

ARTICLE I – NAME

The name of this association shall be the Louisburg College Alumni Association.

ARTICLE II – PURPOSE

The purposes of this Association shall be to preserve and strengthen relationships among alumni; between Louisburg College, alumni, and Methodist churches in the service area; to promote a continuous active interest and support of alumni to their Alma Mater; and to support the total development of Louisburg College.

ARTICLE III – MEMBERSHIP

Section 1: GENERAL membership of the Association shall be composed of all former students in good standing who have at least twenty-four credit hours.

Section 2: ASSOCIATE membership shall include the College President, all former presidents, present and past members of the Board of Trustees and present and emeriti faculty.

Section 3: HONORARY membership may be designated by the Association's executive committee for distinguished service to the College. An appropriate certificate shall be provided for this honor.

ARTICLE IV – OFFICE

The office of the Association shall be located on the campus of Louisburg College and shall be designated as the Advancement Office.

ARTICLE V – VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

The Vice President of Institutional Advancement shall be employed by the college with the approval of the Association's Executive Committee. The vice president shall promote the total development of the College and the Association. The vice president shall serve in an ex-officio capacity on all committees of the Association and as a liaison between other offices of the College in regards to all alumni publications.

ARTICLE VI – OFFICERS

Section 1: The officers of the Association shall be:

- President
- President – Elect
- Secretary – Treasurer
- Past – President

The President and Past – President shall be chosen by ascension. The Secretary – Treasurer shall be elected annually from nominations presented by a nominating committee appointed by the President or from nominations from the floor of the Alumni Association Directors. The current Secretary-Treasurer always has first option to President – Elect by ascension. Should the Secretary – Treasurer decide to not ascend then the general body can nominate and elect a President – Elect.

Section 2: Duties of Officers

- a. The president shall preside at all Association, directors, and executive committee meetings and shall appoint all standing committees and other special committees as needed. The president shall serve in an ex-officio capacity on all committees. The president shall work closely with the Vice President of Institutional Advancement in all aspects of the business of the association.
- b. The president-elect shall perform duties assigned by the president and shall fulfill duties in the absence of the president, including any unexpired term of office. The president-elect shall work closely with the Vice President of Institutional Advancement in promoting the work of the Association. After two years, the president-elect shall succeed to the President of the Alumni Association.
- c. The secretary-treasurer shall keep minutes and attendance of all regular and special Association, Board of Directors, and Executive Committee meetings with the assistance of the Vice President of Institutional Advancement. After two years, the secretary-treasurer shall succeed to the President-Elect of the Alumni Association.
- d. An officer absent from or otherwise failing to participate in more than one meeting in a year in a term may be considered inactive. With a vote of two thirds of the Board of Directors an officer may be removed. The position will be filled by appointment of the Executive Committee for the remainder of the officer's term.

ARTICLE VII – BOARD OF DIRECTORS

The Association shall have a Board of Directors as its policy making and governing body.

Section 1. The Board of Directors are recruited internally and invited to join the Board. Members of the Alumni Association are allowed to submit names of alumni for nomination.

Section 2. The Board of Directors shall be composed of not more than twenty-eight (28) members of the Association and shall include a representative from the freshman and sophomore class to serve one year terms.

Section 3. Each year a class of no more than seven Alumni will be elected at the Alumni Association meeting in October at Homecoming to serve a four-term on the Board of Directors. Board of Directors will be informed of the nominees prior to the October meeting.

Section 4. A member may propose to renew their four-year term after their first term is served on the Board of Directors. This written proposal should be submitted to the Executive Committee for approval or denial before the Homecoming meeting following that member's first term. A member may renew their term only once after their first term is served.

Section 5. A director absent from or inactive for more than one meeting a year in a term may be considered inactive. The Executive Committee by unanimous vote may declare the inactive member's term to be "vacant."

Section 6. All members of the Board of Directors are expected to provide a financial contribution to the Louisburg Fund on an annual basis.

ARTICLE VIII – EXECUTIVE COMMITTEE

The Association's Executive Committee of the Board of Directors shall be composed of the officers, Vice President of Institutional Advancement, and three members at large. The members at large shall be appointed by the president. In special instances, the committee may act on behalf of the Board of Directors upon a called meeting by the president.

ARTICLE IX - QUORUM

A quorum at any meeting of the Association, Board of Directors, and the Executive Committee shall consist of the number of members present provided all members of the group or committee receive written notice of time and place of the meeting two weeks in advance.

ARTICLE X – PRESIDENT’S COUNCIL

The president’s council shall be composed of all former presidents and all former directors of the Association. The Council shall meet at the call of the president for consultation.

ARTICLE XI – MEETINGS

The Alumni Association shall officially meet during Homecoming Weekend in the fall.

At least three additional meetings of the Board of Directors shall be scheduled annually.

One meeting per year may be held by conference call or other electronic means.

The Executive Committee shall meet at the call of the president.

Any other meetings shall be scheduled by the president and the Vice President of Institutional Advancement.

ARTICLE XII – COMMITTEES

The Association president shall appoint other committees as needed.

The Nominating-Awards Committee shall be appointed annually to present a slate of officers to the board and to select candidates for alumni awards.

ARTICLE XIII – AMENDMENTS

Any amendment to this constitution shall be proposed in writing and submitted to the Association’s Executive Committee which will study the amendment and present to it to the Board of Directors at any regular or called meeting. An amendment becomes effective if it receives two-thirds majority of members present and voting. The Constitution and Bylaws shall be reviewed by the Executive Committee every five years.

Revised 3/88, 7/92, 5/93, 1/98, 6/03, 6/08, 2/18