

Constitution and Bylaws Of the Morris College National Alumni Association

CONSTITUTION

PREAMBLE

The Morris College National Alumni Association (MCNAA) has been organized to further promote the mission of the Morris College National Alumni Association in the furtherance of providing educational and scholarship opportunities for students to attend the college. It is also committed to fundraising to support the general operating expenses of the college.

Now, therefore, the members of the Morris College National Alumni Association (MCNAA), do hereby establish and adopt the following Constitution.

ARTICLE I – NAME

The name of this organization shall be The Morris College National Alumni Association also referred to as the Association.

ARTICLE II - PURPOSE

The purpose of the Morris College National Alumni Association shall be as follows:

- Section 1 To serve as an umbrella and support for all chapter and non chapter members, alumni and non-alumni in their initiation of projects and programs that benefit Morris College.

- Section 2 To provide technical assistance for all chapters and alumni relating to fundraising drives, organizing chapters and other activities in support of Morris College and its students.

- Section 3 To maintain current membership and financial records for all alumni and non-alumni members.

- Section 4 To execute an awards program that recognizes alumni and non alumni service to and on behalf of Morris College.

- Section 5 To elect from among its membership a staff of officers and committees who shall be responsible for conducting the affairs of the Association.

Section 6 To visit the college with reasonable frequency with a view of becoming fully aware of its progress and problems, utilizing to the maximum extent, the services of the Office of Alumni Affairs, the President of the College, or his/her representatives.

ARTICLE III – MEMBERSHIP

Section 1. The membership types of the Association shall be REGULAR, LIFE, and HONORARY. Any individual qualified as a Regular Member or Life Member shall be entitled to voting rights at all regularly scheduled meetings and the right to attend all meetings of the Executive Board without vote. The right to address the Executive Board shall be granted, provided written notice is received by the President of the Association not less than fifteen calendar days prior to such announced meeting.

Section 2. REGULAR MEMBER: Any person holding a degree, or diploma, granted by Morris College or who has been properly enrolled as a student at the College and has completed one year of resident work and left the College in good standing and is not currently enrolled as an undergraduate student, and who is financial with the Association.

Section 3. LIFE MEMBER: Any person eligible for membership may become a life member.

Section 4. HONORARY MEMBER: Persons who are holders of honorary degrees or citations from Morris College, may, upon a two-thirds vote by the voting financial membership of the Association, be selected for Honorary Membership. Honorary Membership carries with it the rights of deliberation and committee assignments, but no right to vote or hold office.

Note: Inactive Member denotes delinquent in the payment of National and/or Chapter dues.

ARTICLE IV – OFFICERS

The Officers of the Association shall be President, First Vice-President, Second Vice President, Recording/Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Sergeant at Arms, Historian and Chaplain, who shall serve for two years, or until their successors are elected, or appointed and qualified, or until suspended from office for good and just cause. The Historian shall be appointed by the President.

ARTICLE V - ALUMNI TRUSTEES

- Section 1. Any member of the Association may be nominated for the office of Alumni Trustee, subject to the qualifications for all Trustees as provided in the South Carolina Baptist Education & Missionary Convention By laws and such other criteria as may be established from time to time by the Education & Missionary Convention.
- Section 2. The Association shall be represented on the Morris College Board of Trustees by one (1) alumni.
- Section 3. Any member of the Association who has demonstrated his or her support of the Association and Morris College consistent with the Constitution and Bylaws of the Association is eligible for nomination by the Executive Committee to fill the office of Alumni Trustee. Such nominations (3) shall be presented to the President of Morris College. Each nominee for the office of Alumni Trustee shall stand for election by the Baptist E & M Convention of South Carolina at their annual meeting pursuant to the Bylaws and the procedures established by the E & M Convention. In the event a nominee for the office 6/10/2012 of Alumni Trustee is not elected by the Baptist E & M Convention of South Carolina, then the Executive Council shall, at its next regular meeting, nominate other members of the Association to stand for election as Alumni Trustee.
- Section 4. Upon election, each Alumni Trustee shall serve a term of one (1) year or as determined by the Baptist E & M Convention of South Carolina pursuant to the Bylaws of the Convention.
- Section 5. An Alumni Trustee may be eligible to serve successive terms as an Alumni Trustee and may be eligible for election as a Trustee in the manner provided by the Convention's Bylaws.
- Section 6. Any member of the Association may present the name of a potential nominee for the office of Alumni Trustee to the Executive Committee.

ARTICLE VI - EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the Officers of the Association, The Chairpersons of the Standing Committees as outlined in Article IV, Section 2 of the MCNAA By-Laws and the Immediate Past President.
- Section 2. A simple majority of the total membership of the Executive Committee present shall constitute a quorum for an Executive Meeting.

ARTICLE VII - ELECTION OF OFFICERS

- Section 1. All offices shall serve two year terms, and shall be declared vacant on June 30th of each election year.
- Section 2. Election of officers shall be held during the month of April of the election year, and those elected shall assume office on July 1st following the election. Officers serve a term of two years or until their successors are elected. No person may be elected to any office for more than two consecutive terms.
- Section 3. The Nominating Committee shall prepare a slate of officers for the Association and present said slate to the members at the March Executive meeting. At the April General meeting, nominations will be taken from the floor to be added to the ballot. (Nominees must be members who meet the criteria to be elected and who have stated a willingness to perform the duties of the office for which they are nominated.)
- Section 4. Elections shall be by ballot. For each office, the nominee receiving the majority of the votes cast shall be elected.
- Section 5. Only members in good financial standing are eligible to vote.

ARTICLE VIII – UNEXPIRED TERM

- Section 1. In case of an unexpired term of the President, the First Vice President shall fill the vacancy. The Second Vice President shall fill the vacancy of the First Vice President. In the case of the unexpired term of the Second Vice President, a special election for the office of Second Vice President shall be held at the next regular meeting or appointed by the Association President until a general election is held.
- Section 2. In case of unexpired terms in other offices, a financial member shall be appointed by the President to complete the term; the Executive Committee shall confirm the appointment. (At the regular time for election to fill a given position, the person holding the interim position may be elected for the full term(s)).

ARTICLE IX – MEETINGS

There shall be at least three regular meetings of the Association each year. The first meeting will be held during the month of September in Sumter, SC, the second meeting in January during Homecoming Weekend and the third meeting during the Annual Alumni Weekend Activities in April.

- Section 1. The Executive Committee shall be empowered to execute the business of the Association throughout the year.

- Section 2. The Executive Committee shall hold a regular meetings at least quarterly , at a minimum on dates and times scheduled in advance by the Association President.
- Section 3. The President may call a special meeting at the written request of at least three (3) members of the Association.

ARTICLE X – GOVERANCE

- Section 1. By-Laws – The MCNAA shall establish By-Laws detailing governance that cannot be changed without previous notification of the membership.
- Section 2. Rules of Order - The rules contained in Robert’s Rules of Order, the most current revised edition, shall govern The MCNAA in all cases in which they are applicable and are not inconsistent with the By-Laws, Standing Rules, or the Constitution of The MCNAA.
- Section 3. Conflict Resolution Committee – Committee shall be appointed by the Association President and Executive Committee. The Committee shall review violations of the Constitution and By-Laws.

ARTICLE XI – ADOPTIONS AND AMENDMENTS

- Section 1. This constitution shall be considered adopted, effective July 1, 2012, when the majority of active members in good financial standing present and voted in favor of the same.
- Section 2. This constitution may be amended, altered, or repealed by a 2/3 vote of the active members in good financial standing present and voting at any regular business meeting and that such amendment, alteration, or repeal be given to the President in writing ninety days prior to aforesaid business meeting. A statement of intent must accompany the amendment, alteration, or repeal. The President shall in turn submit the same to the Constitution and By- Law Committee who will study it for legality, clarity, and rationality. The Constitution and By-Laws Committee shall in turn submit the same to the Association Membership in writing at least thirty days prior to the Association's business meeting.
- Section 3. The adoption of this Constitution and By-Laws shall effect a repeal of all previously adopted or accepted rules in conflict herewith.
- Section 4. Each amendment/change to the Constitution or By-laws shall not take effect until the proposed amendment/change shall have been presented to the Association membership for three readings in separate, duly called business meetings.

BY-LAWS

ARTICLE I - DUTIES OF OFFICERS

Section 1. **The President** shall:

1. Preside at all meetings of the Association and the Executive Committee.
2. Plan the programs of the Association.
3. Represent the Association at official functions or appoint a designee.
4. Appoint chairpersons of all standing, Ad Hoc Committees, and fill all vacancies when necessary.
5. Prepare the agenda for the executive and regular meetings of the Association
6. Serve as an ex-officio member of all committees except nominating and audit.
7. Countersign all requisitions for disbursements from the Association's treasury.
8. Countersign all Association checks.
9. Be the official medium of communication between the Association and the Office of Alumni Affairs and the College.
10. Present an official report on the state of the Association at the April meeting.
11. Perform such other duties that are usual for the President of similar organizations.

Section 2. **The First Vice President** shall:

1. Perform any and/or all of the duties of the President at the request of the President and/or in his/her absence.
2. Work with the Office of Alumni Affairs to develop alumni chapters and other duties assigned by the Executive Committee; submit a report to the Executive Committee, and Regular meetings of the Association.
3. Perform other duties as designated by the President.

Section 3. **The Second Vice President** shall:

1. Responsible for coordinating Public Relations/Marketing/Communication of MCNAA and Association Chapters and Alumni
2. Oversee the Community Service Committee and other duties as designated by the President

Section 4. **The Recording/Corresponding Secretary** shall:

1. Keep minutes of all regular meetings and Executive Committee meetings of the Association.
2. Maintain the official records, ensure all minutes and records of all transactions of the Association are properly recorded, disseminated, and maintained in the official files of the Association.
3. Prepare all general correspondence of the Association.
4. Call the meeting to order and chair the meeting at the designated time in the absence of the President and Vice Presidents.
5. Have at each business meeting a copy of the minutes of the previous business meeting.
6. Assist the President with preparation of the Annual Chapter Report.

Section 5. **The Financial Secretary** shall:

1. Count and write receipts for all monies received by the Association.
2. Turn over said monies to the Treasurer immediately for deposits.
3. Maintain a ledger of all income and expenditures.
4. Keep a record of payment of member dues and all other assessments.
5. Keep the roll of the membership, both active and inactive.

Section 6. **The Treasurer** shall:

1. Receive and hold the funds of the Association, which shall be deposited in a financial institution designated by the Executive Committee.

2. Issue checks only upon receipt of a voucher signed and approved by the President.
3. Keep an accurate written account of all financial transactions and provide a quarterly report to the Association.
4. Distribute funds by checks which bear the signature counter signed by the President. All requested checks must bear two signatures before distribution.
5. Prepare an analysis of the transactions carried on by the MCNAA to report at the Annual Meetings.
6. Serve as Chairperson of the Budget Committee and prepare the operating budget.

Section 7. **The Parliamentarian** shall:

1. Interpret the Association's Constitution and By-Laws.
2. Apply the Rules of Order Newly Revised Edition at all meetings. Have final word on the interpretation of rules and points of order.
3. Serve as Chairperson of the Constitution and By-laws Committee.

Section 8. **The Sergeant at Arms** shall:

1. Ensure order during Association meetings.
2. Guard the door.

Section 9. **The Historian** shall:

1. Maintain documents, pictures, and editorials depicting the history and progress of the Association each year.
2. Maintain records of the Association, chapters, and Alumni activities and programs.

Section 10. **The Chaplain** shall:

Serve as spiritual leader by offering meditations at executive or regular meetings and other occasions when deemed appropriate.

ARTICLE II – DUES

- Section 1. The dues of the Association shall be classified as Regular, Honorary and Life.
1. The annual dues for all Regular and Honorary members will be established by two-thirds of the votes cast.
 2. Life Membership – Only Regular members are eligible for Life Membership. Life membership dues must be paid within the fiscal year (June 30th thru July 1st) and failure to pay the entire balance within the fiscal year will result in forfeiture of all previous payments.
- Section 2. Dues for the current fiscal year are due March 31. Delinquent members will not be eligible for a ballot if the dues are paid after March 31.
- Section 3. Complimentary membership – A waiver of dues is granted to undergraduate students for one year immediately following graduation.
- Section 4. Dues exemption – Honorary members are exempt from paying dues.
- Section 5. Reduced membership dues - Members who have been a graduate of 65 years or more are afforded reduced membership rate of 50% of the annual dues.
- Section 6. The Financial Secretary and Treasurer shall collect dues each year. The Membership Committee shall assist in the notification to members by invoice in order to pay dues on time. The fiscal year begins July 1st and ends June 30th. Deadline for paying dues for any fiscal year is March 31st. Dues paid after that date would be applied to next fiscal year.

ARTICLE III – ELECTIONS

- Section 1. The election of officers shall be every two years in the month of April.
1. In order to be eligible to participate in the nomination and election of officers, a member must be financial.
 2. The term of office for all elected officers shall be two (2) years and no person may be elected to any office for more than two consecutive terms.

3. All elected officers shall be by ballot cast by the financial members.
4. Eligibility for Office:
 - a) Candidates for the office of President and Vice President must be a financial member who has served in a leadership position in the association during the previous five years. The candidate must have served as an elected or appointed officer and/or committee chairperson.
 - b) All other offices shall be held by a financially active member.
5. The President shall appoint and announce the Nominating Committee during the business meeting session of the Association's non election year meeting. The Nominating Committee shall prepare a slate of officers and present to the membership at the January regular meeting. At the April meeting of that year, nominations will be taken from the floor to be added to the slate. Nominees must be members who meet the criteria to be elected and who have stated a willingness to perform the duties of the office for which they are nominated.
6. The Nominating Committee shall prepare a ballot consisting of the names of the individuals and include spaces for the write-in candidates nominated from the floor. The election shall take place by secret ballot with only financial member voting.
7. The President or presiding officer shall appoint individuals to distribute, collect, and count the ballots and to report the vote.
8. All newly elected officers must affirm to the membership their willingness and commitment to accept the office for which elected.
9. All newly elected officers shall be installed and take office effective July 1st of that year in which an election is held.

ARTICLE IV – COMMITTEES

- Section 1. The Executive Committee shall:
1. Consist of elected officers, immediate Past President and Chairpersons of Standing Committees.
 2. Meet quarterly to conduct the business of the Association between the regular meetings.

3. The majority of the total membership of the Executive Committee present shall constitute a QUORUM for an executive meeting.
4. Report to the Association for approval of recommendations made during the meeting.

Section 2. Standing Committees:

1. Audit Committee - Shall be responsible for auditing the records of the Treasurer and Financial Secretary before the September meeting. Records shall be audited after each election prior to the start of the new administration but no later than June 15.
2. Budget Committee - Shall prepare and present a preliminary annual budget to the Executive Committee and the Association in January. The final budget shall be voted on in April. The final budget shall be adopted at the September meeting.
3. Constitution and Bylaws - Shall study all proposed bylaws, amendments, and resolutions received from members, Standing Committees and the Executive Committee. All amendments and resolutions must be presented to the Association in writing at least thirty (30) days prior to a regular meeting at which voting will take place.
4. Membership Committee - Shall foster ways and means to increase the membership of the Association and develop strategies for recruiting and maintaining members.
5. Nominating Committee - Shall prepare a ballot consisting of the names of the individuals and include spaces for the write-in candidates nominated from the floor. The election shall take place by secret ballot with only active financial member participating.
6. Program/Alumni Activities Committee - Shall develop programs based upon the emphasis determined by the Association. This committee will develop activities (annual scholarship banquets/dances, golf tournaments and other functions) to benefit the Association.
7. Scholarship/Student Relations Committee - Shall set guidelines for awarding scholarships from the MCNAA Scholarship Fund to deserving students who are enrolled full-time and attend Morris College. Committee members shall be actively involved in the recruitment plans of students to attend the College. Additionally, committee members shall visit schools on Career Day and provide Morris College literature to students.

- 8. Community Service Committee - Shall organize, coordinate and implement community programs and other activities that will enhance the community.
- 9. Courtesy Committee - Shall be responsible for providing appropriate expressions of concern or sympathy in the event of death, illness, injury or incapacitation of members or member's parents/legal guardian, spouse and/or children. The cost of the condolence shall not exceed \$75.00 plus tax and telegraph charges.
- 10. Awards Committee - Shall be responsible for securing and reviewing names of potential recipients of the various awards and honors to be conferred by the Association. The committee shall be chaired by a Past-President of the Association. The Awards Committee shall make recommendations to the Executive Council concerning all awards and honors to be conferred by action of the Executive Committee. Members of the Awards Committee shall not be eligible for awards or honors conferred by the Association during their term of service on the committee.
- 11. Fundraising Committee - Shall work in conjunction with the Office of Alumni Affairs in planning and conducting fundraising efforts for the benefit of the Association and the College.

ARTICLE VI – QUORUM

- Section 1. The number of financial members present at any regularly scheduled or special meeting shall constitute a Quorum for the transaction of the business;
- Section 2. Only Financial members have the right to vote.
- Section 3. All transactions of the Association shall be done by majority vote unless otherwise stated in the Constitution and Bylaws.

THIS IS A CERTIFIED TRUE COPY OF THE CONSTITUTION AND BY-LAWS OF THE MORRIS COLLEGE NATIONAL ALUMNI ASSOCIATION.

Chairperson, Constitution and By Laws Committee

Date

MCNAA President

Date