

# **HOOD THEOLOGICAL SEMINARY NATIONAL ALUMNI ASSOCIATION BYLAWS**

**Revised 4/13/18**

## ARTICLE I. Name

1.1 The name of this association shall be Hood Theological Seminary National Alumni Association. The association may be referred to by its acronym HTSNAA in speech and/or writing.

## ARTICLE II. Mission/Purpose

2.1 The mission of the Hood Theological Seminary National Alumni Association in partnership with the Office of Institutional Advancement of Hood Theological Seminary exists to communicate, advocate, care and connect at the intersection of Hood Theological Seminary's Mission\* and Hood Theological Seminary National Alumni Association.

*\*Hood Theological Seminary prepares women and men for bold and creative leadership for the Christian church for a diverse world.*

## ARTICLE III. Membership

3.1. The Membership of the Association shall consist of two categories: Graduate and Associate.

3.2. The Graduate member shall be one who has completed a postgraduate program at the Seminary.

3.3. The Associate member shall be anyone who attended the Seminary, and is affiliated with the Seminary through a spouse, church, or community. These members shall have a voice but no vote. The Associate member can only serve in the capacity of a member or chair of a committee. The Associate member cannot hold an executive office.

## ARTICLE IV. Executive Board

4.1. Composition – The Executive Board shall consist of the following elected officers: (1) President; (2) Vice President; (3) Secretary; (4) Assistant Secretary; (5) Treasurer; (6) Parliamentarian; and (7) Chaplain.

4.1a. Each chapter association reserves the right to make the necessary adjustments to accommodate article 4.1 based on the numerical composition of the chapter's membership.

4.2. Duties and Responsibilities – The Executive Board is responsible for setting and implementing such programs and activities that will advance, support, and enhance the purpose of the HTSNAA.

4.3. Terms of Office – Executive Board members elected will each serve a two-year term. Subsequent officers will serve two-year terms. An Executive Board member may serve no more than two consecutive terms. A previous member of the Executive Board may serve again after sitting out a term (two years) of office.

4.3a. If the office is uncontested, the incumbent is eligible for the candidacy for another term.

4.4. Compensation – Executive Board members shall not receive compensation for their two years of service.

4.5. Conflict of Interest Management – Ineligible from serving as HTSNAA Executive Board officers are: (1) Board of Trustee members of Hood Theological Seminary; (2) faculty of Hood Theological Seminary; (3) members of the AMEZ Board of Bishops; (4) Missionary Supervisors; or (5) spouses or partners of HTSNAA Executive Board members.

4.6. Resignations – An Executive Board member may resign at any time by giving written notice to the Executive Board. If the resignation date is not so stated the resignation is immediate.

4.7. Removal – An Executive Board member may be removed for not fulfilling their duties and responsibilities or working in a manner that undermines the purpose of the HTSNAA. Removal from office requires a majority vote by the Executive Board.

4.8. Vacancies – Any vacancy in the Executive Board shall be filled for the unexpired term by a majority vote of the Executive Board members present at any of its meetings.

#### ARTICLE V. Officers

5.1. The officers of the Executive Board are the President, Vice President, Secretary, Assistant Secretary, Treasurer, Parliamentarian, and Chaplain.

5.2. Elections – The Executive Board shall be elected by majority vote of HTSNAA members present at its annual meeting. The annual meeting will be held in conjunction with the Firm Foundation Covenant Service which will be opened to all alumni.

A. At least four months before all elections, the Secretary of the Executive Board shall contact the Office of Alumni Engagement to receive the most recent alumni contact information. The Nominating Committee shall devise a list of candidates.

B. The Nominating Committee is responsible for contacting alumni to run for office. The Nominating Committee is responsible for receiving inquiries concerning the duties and responsibilities of the Executive Board officers. The Nominating Committee shall ensure that persons presented on the election ballot have agreed to be placed on the ballot. A slate of potential officers is to be given to the Executive Board one month before the election.

C. Alumni may run for only one office.

D. The Nominating Committee shall execute the election and provide the results.

E. The Nominating Committee is responsible for receiving absentee ballots. The cut-off date for absentee ballots is seven days preceding the date of the annual meeting.

F. During the election, nominations from the floor will not be accepted unless there are no candidates on the ballot for an office.

#### 5.3. Duties of Officers

A. President – (1) lead the HTSNAA in accordance with its bylaws; (2) provide executive and administrative leadership to the Executive Board; (3) preside at all Executive Board meeting; (4) preside at all HTSNAA meetings; (5) provide an annual report on the performance, plans, and needs of the HTSNAA; (6) serve as ex-officio chairperson of all committees; (7) represent HTSNAA at Opening Convocation, Speaks Lecture Series, Carol Service and Christmas Dinner, Firm Foundation Covenant Service, Honors Awards and Closing Convocation, and Commencement; (8) appoint committees as deemed appropriate and necessary to carryout the purpose of the HTSNAA; (9) serve as a non-voting representative to the Hood Theological Seminary Board of Trustees.

B. Vice President - (1) shall preside, serve, and represent the President in her or his absence; (2) represent HTSNAA at Opening Convocation, Speaks Lecture Series, Carol Service and Christmas Dinner, Firm Foundation Covenant Service, Honors Awards and Closing Convocation, and Commencement; (3)

serve as the chairperson for a committee that involves review of, changes in, or application for membership in HTSNAA; (4) serve on a committee that involves review of, changes in, or application for membership in HTSNAA (5) shall be responsible for such duties as assigned by the President; (6) In the event of vacancy, the Vice President shall serve the unexpired term of the President.

C. Secretary – (1) maintain and preserve the minutes of all proceedings of meetings held by the Executive Board and the HTSNAA; (2) assist the President in compiling and mailing pre-meeting materials; (3) send notice of Executive Board meetings and the annual HTSNAA meeting to the respective members; (4) keep an account of all inquiries submitted to the Executive Board; (5) authenticate by signature all records, documents, etc.; (6) to maintain a list of committees and members of the committees; (7) represent HTSNAA at Opening Convocation, Firm Foundation Covenant Service, Honors Awards and Closing Convocation, and Commencement; (8) represent HTSNAA as assigned by the President; (9) shall be responsible for such duties as assigned by the President.

D. Assistant Secretary – (1) shall serve in the absence of the Secretary; (2) assist the Secretary in compiling and mailing pre-meeting materials; (3) shall be responsible for such duties as assigned by the President; (4) represent HTSNAA at Opening Convocation, Firm Foundation Covenant Service, Honors Awards and Closing Convocation, and Commencement; (5) represent HTSNAA as assigned by the President; (6) in the event of a vacancy, the Assistant Secretary shall serve the unexpired term of the Secretary.

E. Treasurer – (1) prepare and present a true statement of the HTSNAA financial account at the HTSNAA annual meeting; (2) prepare and present financial statements to the HTSNAA Executive Board as directed by the President; (3) represent HTSNAA at Opening Convocation, Firm Foundation Covenant Service, Honors Awards and Closing Convocation, and Commencement; (4) serves as the chairperson of a committee that involves budgeting, auditing, and/or fundraising; 4 represent HTSNAA, as assigned by the President; (5), shall be responsible for such duties as assigned by the President.

F. Parliamentarian – (1) maintain order in Executive Board and annual meetings using Robert’s Rules of Order, Newly Revised; (2) serve as the chairperson for a committee involving review of or changes in the bylaws; (3) serve on a committee that involves review of, changes in, or application for membership in HTSNAA; (4) serve as advisor to the Nominating Committee; (5) shall be responsible for such duties as assigned by the President; (6) represent HTSNAA at Opening Convocation, Firm Foundation Covenant Service, Honors Awards and Closing Convocation, and Commencement; (7) represent the HTSNAA as assigned by the President.

G. Chaplain – (1) open and close all meetings in prayer; (2) the liaison who works with the Hood Student Government Association to plan, organize, and conduct worship and orientation for new students; (3) shall be responsible for such duties as assigned by the President; (4) represent HTSNAA at Opening Convocation, Firm Foundation Covenant Service, Honors Awards and Closing Convocation, and Commencement; (5) represent the HTSNAA as assigned by the President.

## ARTICLE VI. Meetings

6.1. Regular meetings - The Executive Board shall meet at least four times each year for its regular meetings. These regular meetings shall be planned and scheduled by the President.

6.2. Special meetings - The President may call special meetings. At least four Board members may call a special meeting, upon written request addressed to the Secretary, with a copy to the President specifying the business to be conducted at the meeting. Only the business specified in the letter may be

conducted at a special meeting. Board members are to be given at least a five-day notice of a special meeting date, time, place, and purpose.

6.3. Quorum - A majority of the Executive Board present shall constitute a quorum for the transaction of business. A Board member is considered present if she or he participates using conference telephone, Skype, or other communication equipment by which all parties can hear each other.

6.4. Attendance – Board members are expected to participate in every regular, special meeting, and committee meeting to which they are assigned. When participating by conference call or similar communication devices that allow participants to hear one another, a member is counted as present at the meeting. Board members who fail to attend a majority of these meetings, except for reasons of illness or excused absence, shall not be eligible to serve a consecutive term.

6.5. Place of Meetings – Meetings of the Board may be held at such places determined by the President and mutually agreed upon by the majority of the Board members.

6.6. Dissent or Abstention – A Board member may ask that their dissenting vote or vote in abstention is recorded in the minutes.

6.7. Proxy – Voting by proxy is not allowed.

ARTICLE VII. Fiscal Year 7.1 The fiscal year of the HTSNAA is concurrent with the fiscal year of Hood Theological Seminary, July 1 to June 30.

#### ARTICLE VIII. Chapters

8.1. Purpose – (1) Engagement: (a) Chapter participation, (b) Alumni updates and news, and (c) Awareness and involvement. (2) Recruitment: (a) Encourage an Annual “Hood Day” at local churches, (b) Represent the Seminary at a local college and graduate school fairs, and (c) Organize an Annual “Chapter Recruitment” event. (3) Fundraising: (a) Promote Signature Events, (b) Organize an Annual local-phon-a-thon, and (c) Identify and cultivate giving partners.

#### 8.2. Chapter Areas

Chapter I: Alabama

Chapter II: Atlanta, GA (Area of focus)

Chapter III: Charlotte, NC

Chapter IV: Columbia, SC (Area of focus)

Chapter V: DMV (Area of focus)

Chapter VI: Fayetteville, NC (Area of Focus)

Chapter VII: Greensboro, NC

Chapter VIII: Salisbury, NC (Area of focus)

Region IX: Winston Salem, NC

#### ARTICLE IX. Amendment of Bylaws

9.1. These bylaws may be amended at the annual meeting by a majority vote.