

CONSTITUTION OF THE MALONE UNIVERSITY ALUMNI ASSOCIATION

ARTICLE I NAME

The name of this organization shall be the Malone University Alumni Association hereinafter referred to as the "Association."

ARTICLE II PURPOSE

Section 1. Service. To be of service to the University and its alumni by providing meaningful resources and activities which will be to the mutual benefit of its constituency.

Section 2. Spiritual. To uphold the mission of Malone University as set forth in its official documents.

Section 3. Financial. To strengthen the University through direct financial support and student recruitment.

Section 4. Communication. To maintain communication with all alumni and to develop and maintain a united alumni effort on behalf of Malone University.

Section 5. Chapters. To organize alumni chapters where practical to carry out these aims.

ARTICLE III PRINCIPAL OFFICE

The principal office of the Association shall be at Malone University, Canton, Ohio.

ARTICLE IV MEMBERSHIP

Section 1. Graduates. All graduates of Friends Bible Training School, Cleveland Bible Institute, Cleveland Bible College, Malone College, and Malone University are members of this Association.

Section 2. Credit Hours. All persons who have attended full-time at least one academic year or the equivalent in total credit hours shall be considered members of this Association.

Section 3. Members of Record. All members of record at the adoption of this Constitution are members of the Association.

Section 4. Honorary Members. All present and retired faculty members, administrators, recipients of honorary degrees and members of the Executive Board of Trustees are honorary members of the Association. Additionally, the Association upon recommendation by the Executive Board may award honorary status to individuals with a history of long-standing service and contribution to the University. Honorary members shall be entitled to all privileges except those of voting.

Section 5. Spouses. Spouses of Alumni are associate members of the Association. They shall not be entitled to hold office or to vote.

ARTICLE V

GOVERNANCE BY ASSOCIATION EXECUTIVE BOARD

Section 1. Governing Body. The Association shall be governed by a body consisting of officers, members-at-large, representatives from organizational representative committees, and a representative from the Associated Students of Malone University, and shall hereinafter be referred to as the "Executive Executive Board".

Section 2. Voting Members. The Executive Board shall include Officers as per Article VI; at least eleven members-at-large, elected for staggered terms of three years each, and serving not more than two consecutive full terms; the Director of Alumni and Parent Relations as an ex-officio member; and the current chairperson of each Organizational Representative Committee as established in Article VIII, Section 2. Terms of office for chairpersons of each standing committees shall not exceed three consecutive years.

Section 3. Non-Voting Member. The Executive Board shall include the Student Body President as elected by the Associated Students of Malone University and shall serve as a non-voting member.

Section 4. Notice of Meetings. Written notice of all meetings of the Executive Board shall be given, personally, electronically or via first class mail, not less than ten (10) days before the date of the meeting, to each member of the Executive Board. If mailed, such notice shall be deposited in the United States mail, directed to the member of the Executive Board at his or her address as it appears on the record of the Executive Board membership. The notice shall state the place, date and hour of the meeting.

Section 5. Number of Meetings. There shall be a minimum of five (5) scheduled meetings per academic year.

Section 6. Quorum. At each meeting of the Executive Board for the transaction of any business, a quorum shall consist of eight (8) members of the Executive Board.

Section 7. Procedure. The order of business and all other matters of procedure at every meeting of the Executive Board shall be determined by the presiding officer.

Section 8. Nominations. Within ninety (90) days prior to the April meeting of the Executive Board, the Past President with the assistance of the Director of Alumni and Parent Relations chair a nominating committee and shall present to the Executive Board a slate of one candidate for each of the various expired terms. In order to best represent Malone alumni constituency, the Executive Board shall be represented, if possible, by those nominees most qualified by expertise, balanced by academic discipline, geographic area and era of graduation. The nominating committee shall exercise its discretion in presenting to the Executive Board a slate of nominees which best reflects a representation of alumni on the Executive Board.

Section 9. Elections. The nominations shall be accepted by the Executive Board at the April Executive Board meeting. The term of office shall begin July 1 of each year.

Section 10. Duties. All Executive Board members are expected to participate in activities and committees of the Association in accordance with the spiritual values and Biblical faith, which are the foundations of Malone University.

Section 11. Resignation. Any member of the Executive Board may resign at any time by giving his or her resignation to the Executive Board. Such resignation shall take effect at the time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 12. Removal. Any member may be removed with cause by an affirmative vote of two-thirds of the Executive Board at any meeting of the Executive Board, notice of which shall have referred to the proposed action. Unexcused absence from three meetings during a single academic year shall, with limitation, be cause for removal

Section 13. Vacancies. Vacancies on the Executive Board may be filled to the completion of the term by a majority vote of the Executive Board.

Section 14. Compensation. No Executive Board member shall receive, directly or indirectly, salary or compensation, except for reimbursement of expenses necessarily incurred in effecting one or more of the purposes of the Association.

Section 15. Director of Alumni And Parent Relations. The Director of Alumni and Parent Relations shall be employed by the University to serve both the Alumni Association and its Executive Board. The Director of Alumni and Parent Relations shall be responsible for directing activities necessary to carry out the programs of the Association and shall serve ex-officio on all committees.

Section 16. Representative From University Board of Trustees. The Board of Trustees of Malone University, with the assistance of the Director of Alumni and Parent Relations, may nominate an Alumnus of Malone University that is one of its members as a voting member and representative to the Malone University Alumni Executive Board. The Trustees' representative shall serve for a term of three (3) years and may serve up to two (2) consecutive terms totaling six (6) years.

ARTICLE VI **OFFICERS**

The officers of the Association shall be President, President-Elect, Immediate Past-President, and Secretary. Only Malone graduates are eligible to be officers of the Executive Board.

Section 1. Election and Term of Office. The President-Elect shall be elected biennially and shall serve a six year term; the first and second years as President-Elect, the third and fourth years as President, and the fifth and sixth years as Past-President. If a President is unable to serve its defined two years as President, the Executive Board shall review and recommend candidates for this position, including the President's successor, the President-Elect. The Secretary shall be elected annually and shall not serve more than three years consecutively.

Section 2. Duties of President. The President shall preside at all Executive Board meetings.

Section 3. Duties of President-Elect. The President-Elect shall assume the duties of the President in the President's absence or at his request.

Section 4. Duties of Immediate Past-President. The Immediate Past-President shall, as an observer, represent the Executive Board to the Malone University Executive Board of Trustees. The duty of this appointee shall be to act as a liaison between the Association and the Executive Board of Trustees of the University.

Section 5. Duties of Secretary. The Secretary shall record the minutes of the Executive Board meetings and shall also perform any other duties so assigned by the Executive Board.

ARTICLE VII **COMMITTEES/AWARDS/ACTIVITIES**

Section 1. Committees. The Executive Board at the direction of the President shall have the authority to create or dissolve any standing committee, *ad hoc* committee, or any organizational representative committee necessary to further the goals and missions of the Association.

Section 2. Organizational Representative Committees. The Executive Board shall have the authority to create Organizational Representative Committees to serve specific constituencies and purposes in the furtherance of the mission and goals of Malone University and the Alumni Association. The Alumni Association Executive Board President shall be an Ex Officio member of committees. The chairperson of each committee shall sit as a voting member on the Executive Board. Each committee shall choose its officers and members individually by procedures as set forth by each committee at with the assistance of the Director of Alumni and Parent Relations. Said committees shall be the *Nursing Alumni Association, Malone Young Alumni Council, Multicultural Alumni Association* and the *Malone Women's Alumni Committee*.

Section 3. Standing Committees. The Executive Board shall have standing committees consisting of members of the Executive Board.

Section 4. Awards. The Executive Board following the recommendation of the Nominating Committee shall review and recommend candidates for all awards granted by the Association consistent with the established philosophy of the awards, such as, but not limited to, Alumnus of the Year, Young Alumnus of the Year, Graduate Alumnus of the Year, Malone Management Program Leadership Excellence Award, and various other special awards as designated by the Association. Athletic Hall of Fame nominations shall be accepted by the Executive Board as recommended by the Hall of Fame Nominating Committee.

Section 5. Activities. The Association by and through the Executive Board shall support all alumni and University activities, such as, Homecoming, Athletic Hall of Fame, the Senior Banquet, Baccalaureate, Commencement, and Alumni Phonathon.

ARTICLE VIII **AMENDMENTS**

This constitution may be amended by a vote of two-thirds of the members of the Executive Board present at any regular meeting of the Executive Board, provided a copy of the proposed amendments were provided to the members of the Executive Board no less than two weeks prior to the date of said meeting. Votes may be cast by mail, by proxy, electronically or in person.

ARTICLE IX **PARLIAMENTARY AUTHORITY**

Parliamentary authority for conducting the business of the Association shall be ROBERTS RULES OF ORDER.

Revised April, 2019