

Hood Theological Seminary Alumni/ae Association Bylaws

Introduction – The Hood Theological Seminary Alumni/ae Association was organized Thursday, May 12, 2011 at the Alumni Gathering at the Fountain, which convened at 11 a.m. at Hood Theological Seminary. Bishop James E. McCoy, Board of Trustee Alumni Affairs Committee, presided over the meeting. Margaret H. Kluttz, Hood Theological Seminary Development Officer, provided an alumni outreach report. The Board of Trustee Alumni Affairs Committee and the Development Office work cooperatively to coordinate alumni/ae activities.

ARTICLE I. Name

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

ARTICLE II. Mission/Purpose

- 2.1 The mission of the Hood Theological Seminary Alumni/ae Association is to: (1) assist with fundraising programs for Hood Theological Seminary; (2) involve alumni/ae through a variety of activities including continuing education, reunion, and regional events; (3) support students' education and professional development; and (4) initiate and develop opportunities for awards, fellowship, and celebration between Hood Theological Seminary, its students, and its alumni/ae.

ARTICLE III. Membership

- 3.1 Members of the HTSAA are all persons who have completed an academic program at Hood Theological Seminary.
- 3.2 Persons who have completed at least two semesters of work towards an academic program may apply for membership with a \$30 application fee. Persons who were suspended from an academic program or were dismissed from the Seminary are ineligible for membership in HTSAA. The Executive Board will review, approve, or reject applications for membership.
- 3.3 The HTSAA serves in a voluntary capacity. The Board of Trustees of Hood Theological Seminary has legal authority for final approval of all matters pertaining to the HTSAA.

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.
- 4.2 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 HTSAA.
- 4.3 Terms of Office – Executive Board members elected May 12, 2011 will each serve a three 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.
- 4.4 Compensation – Executive Board members shall not receive compensation for their

- services.
- 4.5 Ecumenical Advancement – At least three of the Executive Board members shall be members of a denomination other than the AME Zion Church.
 - 4.6 Conflict of Interest Management – Exempt from serving as HTSAA 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 HTSAA Executive Board members.
 - 4.7 Resignations – An Executive Board member may resign at any time by giving written notice to the Secretary. Such resignation shall take effect on the date specified in the written notice or on the date of the next scheduled Executive Board meeting, if a date is not specified in the written notice.
 - 4.8 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 HTSAA. Removal from office requires a majority vote by the Executive Board.
 - 4.9 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 HTSAA members present at its annual meeting.
 - A. At least four months prior to the election, the Executive Board shall form a Nominating Committee who shall devise a list of candidates.
 - B. The Nominating Committee is responsible for contacting alumni/ae 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 prior to the election.
 - C. An alumni/ae may only run for one office.
 - D. The slate of candidates will be distributed to the HTSAA two weeks prior the election.
 - E. Two weeks prior to the election, the Executive Board shall appoint an Electoral Commissioner to be assisted by eight other appointees to supervise the election procedure at the annual meeting.
 - F. The Electoral Commissioner and the electoral appointees shall tally the voting ballots, and announce the results at the annual meeting.
 - G. The Electoral Commissioner is responsible for receiving absentee ballots. The cut-off date for absentee ballots is seven days preceding the date of the annual meeting.
 - H. 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 HTSAA in accordance with its bylaws; (2) provide executive and administrative leadership to the Executive Board; (3) preside at all Executive Board meetings, (4) preside at all HTSAA meetings; (5) provide an annual report on the performance, plans, and needs of the HTSAA; (6) serve as ex-officio chairperson of all committees; (7) represent HTSAA at Opening Convocation, Speaks Lecture Series, Carol Service and Christmas Dinner, Endowment Convocation, Honors Awards and Closing Convocation, and Commencement; (8) appoint committees as deemed appropriate and necessary to carryout the purpose of the HTSAA; (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 HTSAA at Opening Convocation, Speaks Lecture Series, Carol Service and Christmas Dinner, Endowment Convocation, 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 HTSAA; (4) serve on a committee that involves review of, changes in, or application for membership in HTSAA (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 HTSAA; (2) assist the President in compiling and mailing pre-meeting materials; (3) send notice of Executive Board meetings and the annual HTSAA 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 HTSAA at Opening Convocation Endowment Convocation, Honors and Awards and Closing Convocation, and Commencement; (8) represent HTSAA 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 HTSAA at Opening Convocation, Endowment Convocation, Honor and Awards and Closing Convocation, and Commencement; (5) represent HTSAA 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 HTSAA financial account at the HTSAA annual meeting; (2) prepare and present financial statements to the HTSAA Executive Board as directed by the President; (3) represent HTSAA at Opening Convocation, Endowment Convocation, Honor and Awards and Closing Convocation, and Commencement; (4) serves as the chairperson for a committee that involves budgeting, auditing, and/or fundraising;

represent HTSAA 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 HTSAA; (4) serve as advisor to the Nominating Committee; (5) shall be responsible for such duties as assigned by the President; (6) represent HTSAA at Opening Convocation, Endowment Convocation, Honor and Awards and Closing Convocation, and Commencement; (7) represent the HTSAA 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 HTSAA at Opening Convocation, Endowment Convocation, Honor and Awards and Closing Convocation, and Commencement; (5) represent the HTSAA 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 in consideration with the Academic Calendar of Hood Theological Seminary.

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 by means of 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 HTSAA is concurrent with the fiscal year of Hood Theological Seminary, July 1 to June 30.

ARTICLE VIII. Regions

8.1 Purpose – To support the programs of the Executive Board, to devise regional programs and activities to support and enhance the mission of the HTSAA, and to establish regional chapters.

8.2 Regions

Region I: NC

Region II: SC/TN/KY

Region III: AL/FL/MS/GA

Region IV: VA/WV/DC/MD

Region V: NJ/NY/PA/CT/MA

Region VI: OH/IL/IN/MI

Region VII: OR/CA/AZ/MT

Region VIII: AR/LA/TX/MO

Region IX: Liberia/Virgin Islands/India (international)

ARTICLE IX. Chapters

9.1 Purpose –

9.2 Chapters

Region I: East, Piedmont, and West

ARTICLE X. Amendment of Bylaws

10.1 These bylaws may be amended at any regular meeting of the Executive Board by a majority vote, provided that a quorum of the Board is present to participate. Written notice of the meeting by email or U.S. postal service and the proposed amendments to be considered are given two weeks in advance of the regularly scheduled meeting. These bylaws may not be amended through a called or special meeting.