



## **BYLAWS OF THE CUMBERLAND UNIVERSITY ALUMNI ASSOCIATION AS AMENDED AUGUST 17, 2020**

### **ARTICLE I. NAME**

Section 1. The name of this organization shall be The Cumberland University Alumni Association, hereinafter referred to as "CUAA".

### **ARTICLE II. MISSION**

Section 1. The CUAA is committed to supporting and advocating the vision and goals of Cumberland University. The purpose of the CUAA is to promote the interests of Cumberland University through cultivating a lasting network of friends and supporters.

To accomplish this mission, the CUAA has the following goals:

1. Create a community forum to facilitate alumni-oriented conversation regarding Cumberland University's current goals;
2. Encourage alumni involvement in university advancement with increased participation and financial support;
3. Foster effective communication between alumni, Cumberland University and its current students;
4. Provide alumni with the resources to affect positive growth and change at Cumberland University.
5. Where able, be prepared to assist in the identification and/or cultivation of alumni major gift prospects, as requested by the members of the University Advancement Staff.

### **ARTICLE III. GOVERNING BODY**

Section 1. The CUAA shall have a governing body named the Cumberland University Alumni Board, hereinafter referred to as "Alumni Board".

## **ARTICLE IV. MEMBERSHIP**

Section 1. Any current or former student of Cumberland University who earned a degree in good standing may be admitted to the CUAA as a regular alumni member, hereinafter referred to as "Regular Member".

Section 2. Directors and members of the faculty and staff of Cumberland University, and persons upon whom Cumberland University has conferred honorary degrees, may be enrolled as honorary members of the CUAA, hereinafter referred to as "Honorary Member". Upon nomination by the Alumni Board, Honorary Members may be elected as members of the CUAA. Honorary Members shall be eligible for all rights and privileges of the CUAA, except voting and holding office in the Alumni Board.

## **ARTICLE V. MANAGEMENT**

Section 1. The management of the CUAA and its activities shall be vested in its Executive Committee, Alumni Board members and the Senior Director of Annual Giving and Alumni of Cumberland University, hereinafter referred to as "Director". The Director, appointed by Cumberland University, shall maintain the membership directory and records; serve as counsel to the treasurer for the CUAA and assist in planning and implementing the agenda of the CUAA. In the event the Director is unable to fulfill these requirements for any reason, the office of Advancement for Cumberland University will reassign the responsibilities of this position.

Section 2. The Alumni Board shall have the power to nominate officers to the leadership positions of the Executive Committee. Elected officers of the Alumni Board are as follows: President, Vice- President, Secretary, and Treasurer. The officers' qualifications and responsibilities; terms of office; time and manner of the elections; and procedure for the removal of officers shall be set forth in these Bylaws.

Section 3. The Alumni Board shall be composed of no fewer than fifteen (15) Regular Members including the four (4) elected officers, and the Director. All members of the Alumni Board shall be members of the CUAA. Ex-Officio Members will include: Senior Director of Annual Giving and Alumni, Vice President for Advancement, and University President.

Section 4. The CUAA and the Alumni Board shall meet at least three (3) times each year— Spring, Fall and Winter. Time, place and agenda for CUAA meetings shall be determined by the Alumni Board. Notification of each meeting's time and place shall be sent by the Director to the CUAA members at least thirty (30) days prior to the meeting.

Section 5. Vacancies on the Alumni Board shall be filled by the remaining Alumni Board Members forthwith. A vacancy may be filled at any time. The procedure for filling vacancies shall be set forth in the Bylaws.

Section 6. Alumni Board Members who miss two (2) consecutive regularly scheduled meetings will be contacted by the Alumni Board Secretary, in writing, to determine the reason for their unexcused absences. If it is determined that the meetings were missed without good cause, it shall be deemed that member has resigned from the Alumni Board.

Section 7. Alumni Board Members are expected to make an annual charitable gift, within one's means, to Cumberland University. Member participation will be tracked by the Director and reported to the Executive Committee. Giving amounts will not be shared.

## **ARTICLE VI. OFFICERS**

Section 1. The Executive Committee of the CUAA and the Alumni Board shall be the President, Immediate Past President, Vice-President, Secretary, and Treasurer. All of these officers shall be members of CUAA.

Section 2. The officers, except the Director, shall be elected at the Spring meeting of the CUAA to serve a term of two (2) years. The President, Vice-President, Secretary and Treasurer may serve only one (1) term in the same office.

Section 3. In the event of a vacancy in the office of President, the Vice-President shall succeed to that office immediately until the next annual meeting where the CUAA shall fill the vacancy by election in accordance with the Bylaws. Vacancies in other offices shall be filled by an Alumni Board Member who will serve with the same rights and powers as an elected officer until the next annual meeting where an official election will be held.

## **ARTICLE VII. ALUMNI BOARD**

Section 1. The Alumni Board shall be composed of no fewer than fifteen (15) Regular Members including the four (4) elected officers, and the Director. All members of the Alumni Board shall be members of the CUAA, hereinafter referred to as "Alumni Board Members". A regular Alumni Board Member will serve for two (2) years with a maximum of two (2) consecutive terms before reapplication is required and a vote is taken.

Section 2. For undergraduate alumni, eligibility for Alumni Board of Directors shall be restricted to Cumberland University alumni with an earned degree who have had at least one year since the completion of their degree requirements. Cumberland University alumni with graduate degrees may be eligible for the Alumni Board of Directors immediately upon graduation.

Section 3. The Membership & Awards Committee (MAC) will use an agreed upon set of standards set forth by the MAC committee chair and executive committee while reviewing nominations for the Alumni Board.

Section 4. All Alumni Board Members are expected to attend and participate in alumni sponsored events including but not limited to Homecoming, awards ceremonies and advancement fund- raisers.

## **ARTICLE VIII. DUTIES OF OFFICERS**

### Section 1. The President shall

- a. Preside over all Alumni Board meetings
- b. Determine committee chairs from the other elected officers and Alumni Board Members (as needed)
- c. Act as a representative of the CUAA and Alumni Board when required (for instance but not limited to Board of Trustees meetings and advancement activities).
- d. Work with the Director to set the board meeting schedule for the year
- e. Plan the agenda for alumni board meetings with the assistance of the Director

### Section 2. The Vice-President shall

- a. Attend all Alumni Board meetings
- b. Preside over any alumni board meetings in the event the President is unable to attend
- c. Assist the President and the Director in planning the agenda for Alumni Board meetings
- d. Chair at least one committee on the Alumni Board (as needed)
- e. Ensure meetings are run efficiently by operating Robert's Rules of Order

### Section 3. The Secretary shall

- a. Attend all Alumni Board meetings
- b. Record minutes for the meetings and distribute them via email to the Director and the Alumni Board in a timely manner
- c. Present a concise summation of the minutes from the previous board meeting at the commencement of the following meeting
- d. Chair at least one committee on the Alumni Board (as needed)

### Section 4. The Treasurer shall

- a. Attend all Alumni Board meetings
- b. Work with the Director to monitor all CUAA funds and budget
- c. Maintain a budget (deliverable) for the CUAA including the allocation of funds used in the last fiscal year and the amount of funds still available.
- d. Chair at least one committee on the Alumni Board (as needed)

Section 5. The Immediate Past President shall serve as an advisor to the current President and other elected officers. This is a nonvoting position on the executive committee within the Alumni Board.

## **ARTICLE IX. COMMITTEES**

Section 1. The President shall have the power to appoint special committees and its chairperson as deemed necessary. At the completion of their designated responsibilities, the temporary committee is expected to report final results to the Alumni Board.

Section 2. The Executive Committee shall preside over each permanent committee. The Executive Committee will be responsible for the purpose of the permanent committees and the delegation of pertinent duties to committees. The Executive Committee will have the power, if needed, to assign members to permanent committees and its Chairperson. Each permanent committees chair will present all permanent committee matters, projects, sub-committees and other activities to the Executive Committee for approval.

Section 3. Permanent Committees must be voted for addition or removal from the Bylaws. Each committee should be comprised of at least three members. One of which being the committee Chairperson.

Section 4. The permanent committees of the CUAA Alumni Board are the Alumni Engagement Committee and the Membership and Awards Committee. The purpose for each permanent committee is as follows:

- Alumni Engagement Committee (AEC): The AEC will pursue the expansion of alumni involvement at Cumberland University. The AEC will focus on the planning and executing of successful CUAA events. The AEC will also support outreach to the Cumberland University student body with the vision of increasing future Alumni involvement.
- Membership and Awards Committee (MAC): The MAC holds responsibilities of member records, recruitment, selection process, retention and annual awards. The MAC will track member terms in coordination with the Director to assure membership is current. The MAC will help with recruitment efforts for new member candidates into the CUAA Alumni Board. The MAC will develop and/or route a selection process for clear candidate evaluation and voting.

## **ARTICLE X. MEETINGS**

Section 1. The CUAA and Alumni Board shall meet annually at least three (3) times during the calendar year, at least one of which shall be on the campus of Cumberland University in Lebanon, TN. The Alumni Board President and the Director shall establish the time, location, and agenda of all meetings. The Director shall notify CUAA membership at least thirty (30) days in advance of each meeting date.

Section 2. Special meetings of the CUAA may be scheduled if considered necessary by the Alumni Board. In these instances, the CUAA membership shall receive notice at least fifteen (15) days prior to the meeting date from the Director.

Section 3. We must have quorum for every business meeting. Quorum shall be 51% of the total CUAA members elected to the Alumni Board, at that time.

## **ARTICLE XI. ELECTIONS**

Section 1. Suggestions for new and continuing elected officers and Alumni Board Members shall be solicited from members of the CUAA, Alumni Board, faculty, staff and administration.

The members of the Executive Committee shall be responsible for selecting the nominees for officers and Alumni Board and presenting them to the CUA for election.

Section 2. A majority vote by those present and voting shall be adequate for election of officers and Alumni Board Members. In the event of a tie, the Immediate Past-President shall be permitted to cast the tie-breaking vote.

## **ARTICLE XII. AWARDS**

Section 1. Alumni Awards will be given at commencement ceremonies held annually in May.

Section 2. These awards will be set into the Bylaws and the process of changing these awards will be a motion by the MAC committee chair and a majority vote of the Alumni Board.

Section 3. Criteria for these awards will be set forth by the MAC and voted into the By-laws at each change.

Section 4. The annual Alumni Awards are listed with criteria for each as follows:

### Distinguished Alumni Award

The Distinguished Alumni Award is the highest honor bestowed by the Cumberland University Alumni Association on an outstanding alumna or alumnus. This award salutes the achievements of outstanding alumni whose personal lives, professional achievements, and community service exemplify the objectives of their alma mater. The Distinguished Alumni Award is intended to recognize both longevity and consistency of accomplishment over one's professional lifetime and might not be awarded every year.

### Rising Phoenix Award

Celebrating emerging leaders, the Rising Phoenix Award recognizes alumni 35 years of age or younger who display outstanding leadership qualities and have exceptional achievement early in their careers, through public service, and/or volunteer activities.

### Awards of Excellence

Awards of Excellence are presented to Cumberland University graduates who have attained a significant level of achievement in their chosen field. Nominees should demonstrate a positive impact on a local, state, or national/international level and be of high integrity and character. These awards are presented in separate categories which represent the three academic schools of Cumberland: – Award of Excellence in Humanities, Education and the Arts – Award of Excellence in Nursing and Health Professions – Award of Excellence in Science, Technology and Business

Section 5. Additional criteria for all annual Alumni Awards are as follows:

- Nominations are considered for three consecutive years beginning with the year of nomination.
- Rising Phoenix Award nominees must be under the age of 35 at the time of nomination.
- Nominees must hold an earned degree from Cumberland University.

- Award of Excellence nominees should represent the school from which they graduated.
- Previous recipients are not eligible for consideration for the same award in subsequent years.
- Current members of the Cumberland University Board of Trust, Executive Committee for the Cumberland University Alumni Association or employees of the Cumberland University Office of Advancement are not eligible for consideration.
- Persons currently holding or running for elected state or federal public office are not eligible for consideration.

### **ARTICLE XIII. PROCEDURE**

Section 1. These Bylaws shall be adopted by the Alumni Board and the CUAA.

Section 2. The fiscal year of the CUAA shall correspond to the fiscal year determined by Cumberland University.

### **ARTICLE XIV. AMENDMENTS**

Section 1. These articles may be amended, in part or in whole, by the affirmative majority vote of the Alumni Board. The Alumni Board Members shall be informed of any modifications to the Bylaws no later than fifteen (15) days prior to the meeting when the amendment is to be voted upon for approval.

Section 2. Any and all approved amendments to these Bylaws are final and binding.

### **ARTICLE XV. DATE OF EFFECT**

Section 1. These Articles were submitted to the CUAA Regular Members and Alumni Board at its scheduled annual meeting and approved by a vote of more than two-thirds of the Regular Members present and voting.