

# **CONSTITUTION BERRY ALUMNI ASSOCIATION**

## ARTICLE ONE – Name

The name of this organization shall be the Berry Alumni Association, hereafter referred to as Association.

## ARTICLE TWO – Mission Statement

The mission of the Association is to advance the interests of Berry College and to create opportunities for alumni to participate fully in the life and vitality of the global College community. The Association is an integral part of Berry College and serves as a support organization for the College. It has no identity or incorporation apart from the College and is entitled to all rights, privileges and responsibilities granted to other components of the College.

## ARTICLE THREE – Membership

Section One: Membership in the Association includes all former students who have attended Berry (The Mount Berry School for Boys, The Martha Berry School for Girls, Berry Academy, and Berry College) for at least one academic year and/or have earned a minimum of 24 semester hours (36 quarter hours).

1. The spouse of an Association member is an associate member with all privileges of a member except the right to vote and hold office.
2. Honorary membership may be conferred upon individuals who have given distinctive service to the College and who are elected as honorary members by the majority vote of the Alumni Council, hereafter referred to as Council. Honorary members shall enjoy all privileges of members except the right to vote and hold office.

## ARTICLE FOUR – Executive Committee

Section One: The elected officers of this Association shall be president, president-elect or immediate past president, and five vice presidents as designated in the bylaws of the organization, all of whom shall be members of the Executive Committee.

1. A president-elect shall be elected biennially and serve for a period of one year in that office. Thereafter, the president-elect shall succeed to the office of president for a period of two years without right of succession.
2. A president-elect shall have served at least one year as a vice president of the Association.
3. Two vice presidents shall be elected in the same year as the president-elect and shall serve for a period of two years. Three vice presidents shall be elected biennially in alternate years to the election of the president-elect and shall serve for a period of two years. Vice presidents may serve a maximum of four consecutive years.

Section Two: Any vacancy occurring in any elective office of the Association after the election shall be filled by a majority vote at the Council's next meeting after the vacancy has occurred. The Executive Committee will recommend nominees for such vacancies.

Section Three: The chaplain, the historian, the parliamentarian and the secretary may be appointed by the president of the Association for the duration of the president's term and shall be members of the Executive Committee.

Section Four: Officers shall hold the office to which elected until successors are duly selected and take office.

Section Five: The director of alumni relations or designee shall serve as an ex officio member of the Executive Committee.

## ARTICLE FIVE – Alumni Council

Section One: There shall be within this organization a Council which shall fulfill the provisions of this constitution and its bylaws.

Section Two: The membership of the Council shall be reflective of the alumni body and shall consist of the following:

1. The Executive Committee of the Association shall be members of the Council and shall serve that body in their respective capacities during the years for which they are elected or appointed. The president of the Association shall serve as a member of the Council and the Executive Committee for one year following the expiration of the presidential term.
2. The president of an officially recognized affiliate organization of the Association shall be a member of the Council and shall have met all criteria of Council membership. The President of an officially recognized affiliate organization, if unable to attend, may designate another officer of the organization to attend a meeting of the Council without voting privileges.
3. In addition, one (1) Alumnus per every 1,000 living Alumni will be elected to the Council for terms of two years and may be re-elected once. Effort will be made to provide for diversity in the Council reflective of the alumni body and needs of the College.
4. A vacancy on the Council will exist when a member fails to attend at least two meetings out of three. The Executive Committee may fill the vacancy as provided by Article 4, Section 2.
5. Ex officio members of the Council will include current class presidents (sophomore through senior class) and the current Student Government Association president. Ex officio members will have a voice but no vote.
6. Past presidents of the Association will be invited by the Association president to continue as members of the Council on an annual basis.
7. Lifetime Council members shall be members of the Council with all rights, privileges, and responsibilities. Nominees for this distinctive membership will be made by the Executive Committee and approved by the Council.

## ARTICLE SIX – Meetings

Section One: The Association shall hold its annual meeting on the campus during Alumni Weekend.

Section Two: The Council shall meet at least three times annually. Notice of the regular meetings of the Council shall be given to the members thirty days in advance. Special meetings may be called by the president.

Section Three: Seventy-five members of the Association (including Council members) shall constitute a quorum at the annual meeting of the Association. A majority of the voting members of the Council shall constitute a quorum at Council meetings.

## ARTICLE SEVEN – Constitutional Amendments

Section One: By appropriate resolution and by a two-thirds vote at any regular meeting, provided a quorum is present, the Council may recommend to the Association that the constitution be amended. The proposed amendment, or amendments, shall be presented to the Association at its next annual meeting. A majority vote shall be sufficient to approve the amendment.

## ARTICLE EIGHT – Administrative Year

Section One: The administrative year of the Association shall be the same as the fiscal year (July 1 through June 30) of Berry College.

## ARTICLE NINE – Elections

Section One: The procedure for election of officers of the Association and the members of the Council, except those expressly provided herein, shall be the method provided in the bylaws. Persons elected or appointed to office or membership on the Council will be introduced and installed at the annual meeting of the Association. They will officially assume office on the first day of the administrative year (July 1).

## ARTICLE TEN – Bylaws

Section One: The Council shall have the authority to amend the bylaws by a two-thirds vote at any official meeting of the Council.

**Revised March 2015**

**Ratified May 16, 2015**

**BYLAWS**  
**BERRY ALUMNI ASSOCIATION**

ARTICLE ONE – Alumni Council

Section One: The purpose of the Alumni Council is to fulfill the provisions of the Alumni Association’s Constitution and Bylaws.

Section Two: Those elected or appointed to Council membership shall exhibit these qualifications: leadership ability, commitment to Berry, involvement in Association activities, a willingness to serve the Association and a record of financial support of Berry College. All council members shall make a financial contribution to Berry College during each of the college’s fiscal years (July 1 through June 30). Council members who are current Berry students are exempt from the financial support requirements.

Section Three: A Nominating Committee will be appointed by the Association president annually at the fall meeting. The committee shall consist of seven members including the immediate past president or the president-elect, who shall serve as chair, and the Association's secretary. If the immediate past president or president elect is unable to serve as chair of the nominating committee, the Association president shall appoint an active past Association president to chair the committee. Five members of this committee shall constitute a quorum. The Association president and the director of alumni relations shall serve as ex officio members. The Nominating Committee shall review qualifications of the members of the Association and nominate one person for each pending vacancy. The nominations shall be submitted by this committee to the Council at its winter meeting. The nominees shall be approved by a majority of the members present and voting.

ARTICLE TWO – Duties of Executive Committee Members

Section One: The Association president shall oversee the Association and the Council, preside at meetings of the Association and the Council, appoint committees and designate the chair of each, serve as an ex officio member of all committees, represent alumni to Berry administration and trustees as well as Berry College to alumni, serve as a trustee of the college and perform other duties as indicated by the constitution. The Association president shall appoint the chaplain, the historian, the parliamentarian and the secretary for the duration of the president’s term and they shall be members of the Executive Committee without having to serve one year on the Council prior to being appointed to the Executive Committee. The Association president, in consultation with the vice president for Alumni Events and the Alumni Relations staff member who oversees Alumni Work Week, shall also appoint the Work Week Project Coordinator.

Section Two: The president-elect, if in office, or the immediate past president shall be the presiding officer in the absence of the president.

Section Three: Five vice presidents shall be elected and serve as chairpersons of the following committees: 1) Association Awards, 2) Alumni Events, 3) Berry Heritage, 4) Financial Support and 5) Young Alumni and Student Relations.

Section Four: The Association secretary shall keep a record of the proceedings of all meetings of the Association, the Council, and the committees and shall perform other duties as may be assigned by the Association president, the constitution, or the bylaws.

Section Five: The historian shall keep a record of major events and significant changes occurring within the Association or instigated by it.

Section Six: The parliamentarian shall advise the president, other officers, and committee members of the Association on matters of parliamentary law. The most recent edition of Robert’s Rules of Order Newly Revised shall govern. The parliamentarian will also chair the Association’s Constitution and Bylaws Committee.

Section Seven: The chaplain shall be responsible for opening prayers at Council meetings and special alumni events and shall perform other alumni-related duties as requested by the president of the Association.

### ARTICLE THREE – Committees

Section One: The Association shall have standing and special committees, each with a minimum of five members including the chair, unless otherwise specified in these bylaws. Committee members must be contributing members of the Association. The president may appoint committee members other than those elected to the Council to serve for the duration of that president's term.

1. The standing committees shall be the Executive Committee, the Committee for Association Awards, the Committee for Alumni Events, the Committee for Financial Support, the Committee for Young Alumni and Student Relations and the Committee for Berry Heritage. Members of standing committees shall serve two-year terms. The Committees shall work in collaboration with a staff or faculty liaison(s) to effectuate the goals and objectives of the committee.

2. Special committees shall include the Nominating Committee, the Constitution and Bylaws Committee, and other committees deemed essential or desirable.

Section Two: The Executive Committee, chaired by the president of the Association, shall include the elected and appointed officers and the director of alumni relations. The number to constitute a quorum shall be six. The duty of the Executive Committee shall be to make decisions as necessary to carry on the business of the organization between meetings of the Council. Actions of the committee shall be reported to the Council for information or approval if needed. Executive Committee members shall have served a minimum of one term on the Council prior to election or appointment with the exception of those members appointed for the duration of the Association president's term of office.

Section Three: The Committee for Association Awards, chaired by the vice president for Association awards, shall establish criteria for Association awards, screen nominees, and evaluate suggestions in the area of Distinguished Alumni and other awards, study the programs from time to time and make recommendations to the Council. The committee shall recommend honorary memberships or other appropriate recognition for any alumnus, student, parent, friend or present or former member of the faculty, staff or trustees.

Section Four: The Committee for Alumni Events, chaired by the vice president for alumni events, shall assist the Office of Alumni Relations with the continuation, revision, and development of special Association events. Such events will include Alumni Weekend, Alumni Work Week, Mountain Day, and other events as designated.

Section Five: The Committee for Financial Support, chaired by the vice president for financial support, shall assist the advancement office in promoting alumni financial support of Berry College.

Section Six: The Committee for Young Alumni and Student Relations, chaired by the vice president for young alumni and student relations, shall be dedicated to specific interests and concerns of Berry's students and recent graduates for the purpose of enhancing the effectiveness of the Berry Alumni Association in meeting the needs and interests of those individuals, while maintaining alignment with the mission of Berry and the Berry Alumni Association.

Section Seven: The Committee for Berry Heritage, chaired by the vice president for Berry heritage, shall develop, promote and implement procedures and projects whereby the Alumni Association can help preserve Berry's traditions and assist with the collection of archival materials for the school.

Section Eight: The Nominating Committee, chaired by the immediate past president, or the president-elect, shall discharge the duties imposed upon it by Article One of these bylaws.

Section Nine: The Constitution and Bylaws Committee, appointed by the Association president and chaired by the parliamentarian, shall review and propose changes in the Association's constitution and bylaws. The Association president and director of alumni relations shall serve as ex officio members of this committee.

## ARTICLE FOUR – Affiliated Alumni Organizations

Section One: The Association shall encourage and assist in the organization and development of affiliate alumni organizations.

Section Two: Upon completion of an organizational meeting, the affiliated alumni organization will submit proposed bylaws based upon those adopted by the Association, a slate of officers, and a meeting event report to the Association's parliamentarian for approval. The parliamentarian will review the bylaws to ensure consistency with the Alumni Association's constitution and bylaws and will present a recommendation to the Executive Committee.

Section Three: Upon approval by the Executive Committee, the affiliated alumni organization becomes officially recognized with all rights and privileges as accorded by the Alumni Association and Berry College.

Section Four: To maintain official status and have representation on the Alumni Council, an organization must elect officers according to its organization's bylaws, have on file with the alumni office a current list of officers, hold a minimum of two meetings annually, and submit reports of events and activities at least annually to the alumni office.

Section Five: When an affiliated alumni organization ceases to meet the criteria, the president of the Association shall have the authority to appoint a chair to reorganize the chapter or to disband the chapter, whichever is deemed more appropriate by the Executive Committee.

Section Six: Where an affiliated alumni organization does not exist, the Association's president (in consultation with the alumni office) shall have the authority to appoint a chair to coordinate the organization of a chapter. This chair shall be considered as president of the organizing chapter and shall serve on the Council until the election of a chapter president.

Section Seven: Other organizations comprising Berry alumni and serving a purpose directly related to the preservation of Berry's heritage (such as The Daughters of Berry, founded by Martha Berry) may be considered for representation on the Alumni Council.

**Revised March 2015**

**Ratified March 14, 2015**