

LMU Alumni Association

Constitution

Updated April 2025

Mission Statement

To provide service and information that will encourage involvement of alumni, friends, parents, donors, faculty and staff.

Vision Statement

To establish itself as the best alumni service organization for a liberal arts comprehensive institution in the nation, by emphasizing service, programs, and activities that perpetuate loyalty towards the University and nurture a deep and abiding love in this University - a living memorial to Abraham Lincoln and an excellent center of opportunity in the Cumberland Mountains.

ARTICLE I

Name

The name of this organization shall be the Lincoln Memorial University National Alumni Association.

ARTICLE II

Objectives

The objectives of this Association shall be to foster a desire on the part of graduates and former students to promote the growth and development of Lincoln Memorial University; to serve as good will ambassadors for the University; to assist in the growth of the University through financial aid, student recruitment and/or other volunteerism; to provide information to alumni and friends; and to increase involvement in academic and financial support of the LMU campus and surrounding communities.

ARTICLE III

Membership

Pursuant to these purposes, all former students, as well as graduates of the University, and all faculty and professional staff members who have served five years or more, shall be eligible

for membership in the Association. A former student is one who has attended the University for at least two full semesters of a regular session as a regularly enrolled student taking a full course of study as defined by the regulations of the University or those students who successfully accumulated a minimum of 36 semester hours within The University.

ARTICLE IV

Officers of the Alumni Association Board of Directors

The officers of the Board of Directors shall consist of a President, Vice President, Treasurer, Secretary, Alumni Representative to the Board of Trustees of Lincoln Memorial University, Past-President, and four Directors.

Representatives from the various graduate and professional schools which can include but not limited to those appointed from DCOM, DSOL, CVM, SMS also serve.

Not more than two people employed by the University may serve as alumni officers during a given year.

ARTICLE V

Terms of Office and Vacancies of the Board of Directors

The President shall serve a term of two years. After the end of the term of service, the President shall automatically become Past-President (ex-officio member) for two years.

The Vice President shall serve a term of two years. Upon the expiration of the Vice President's term, the Vice President shall then serve as President.

The Secretary and Alumni Representative to the Board of Trustees shall each be elected for a term of three years and be sworn in at Homecoming.

The Treasurer shall be appointed by University Advancement and the Board.

The Directors shall each serve a term of three years and be sworn in at Homecoming.

The representatives from Professional Schools shall be appointed by alumni representatives from each school and the Board.

The Undergraduate Student Representative shall be appointed for a term of two years. Appointments for these positions will be made by a representative in The Office of Student Affairs in conjunction with Office of Alumni Services.

The Board of Directors shall have the authority to fill any elected Alumni Board Office that becomes vacant between elections. Any person so appointed will serve through the end of the vacant term.

ARTICLE VI

Duties of the Officers

The duties of the President of the Board shall be to preside at all meetings; to assist in appointing the chairpersons of all standing committees and any special committees which may be appointed from time to time; and to discharge the duties which normally pertain to that office. To attend events, recruit future members, future students, and represent the Board at the University and in their communities.

The duties of the Vice President shall be to act in the absence of the President at any meetings where the President should preside, and to be a member of the Executive Committee of the Board. To attend events, recruit future members, future students, and represent the Board at the University and in their communities.

The duties of the Secretary shall be to keep a record of all regular and special meetings of the Alumni Association and Board of Directors; to provide copies of the minutes for the subsequent meeting and as requested by any Board member; to read the minutes; to issue calls for meetings to all members on the authority of the President and the Executive Committee; to keep a roster with the names and addresses of all persons on the Board; and to be a member of the Executive Committee of the Board. To attend events, recruit future members, future students, and represent the Board at the University and in their communities.

The duties of the Treasurer shall be to report on the financial affairs of the Association, and to be a member of the Executive Committee of the Board. To attend events, recruit future members, future students, and represent the Board at the University and in their communities.

The duties of the Alumni Representative to the Board of Trustees shall be to promote the welfare of Lincoln Memorial University; to attend and participate in regular meetings of the Alumni Association Board of Directors; to attend and participate in meetings of the Board of Trustees and to serve as a committee member when requested by the Board Chair; to serve as liaison between the Board of Trustees and the Alumni Association; and to report appropriately at the annual business meeting of the Alumni Association. To attend events, recruit future members, future students, and represent the Board at the University and in their communities.

The duties of the Undergraduate Student Representative shall be to attend and participate in regular meetings of the Alumni Association Board of Directors, to present concerns of the Undergraduate Students, as future alumni, to the Board, and to serve as a liaison between the Office of Student Affairs and the Board. The Undergraduate Student Representative shall not be considered when determining a quorum for a meeting and shall not have a vote on Board matters.

The duties of the Board of Directors shall be to advise and propose means for carrying out the objectives of the Association and shall generally be comparable to those of a board of

directors of a corporation. To attend events, recruit future members, future students, and represent the Board at the University and in their communities.

ARTICLE VII

Standing Committees

There shall be five standing committees: Executive, Fundraising, Membership, Hall of Fame, and Nominating.

The duties of the Executive Committee shall be to propose and advise means for carrying out the objectives of the Association; to initiate movements for the benefit of Lincoln Memorial University; and to supplement the activities of the President and Secretary in every way possible in promoting the Association. The Executive Committee shall be made up of the Alumni Board President, Vice President, Secretary, and Treasurer.

The duties of the Fundraising Committee shall be to determine and establish Board fundraising expectations and goals; provide guidance for Board members on meeting fundraising goals; track progress toward fundraising goals and to generate fundraising ideas to support the alumni association and its cause. It shall be chaired by the current Treasurer.

It shall be the duty of the Membership Committee to build the Alumni Association's general membership. The Past President will serve as the Chairperson for this committee.

The duties of the Hall of Fame Committee shall be to review nomination letters and letters of support for the Alumni Halls of Fame, due at the second of four Board meetings, and to make recommendations on each to the Board. It shall be chaired by the current President.

The duties of the Nominating Committee shall be to locate and nominate future members of the Board, due at the second of four Board meetings; to determine whose terms are expiring on the current Board; to select a slate of no less than two officers for each open seat from various decades who are willing to serve; and to announce the slate of officers to the Alumni Association members, preferably through the Alumnus, no less than thirty days before Homecoming. The committee shall also be responsible for recommending to University Advancement candidates for awards including, but not limited to, Alumnus of the Year, Young Alumnus of the Year and Volunteer of the Year. It shall be chaired by the current President.

ARTICLE VIII

Meetings of the Board of Directors and the Executive Committee: Attendance of Officers at Meetings of the Alumni Association Board

Four meetings of the Board of Directors and the Executive Committee shall be mandatory. Insofar as possible, one meeting shall be held quarterly.

Absence by an officer or a director from two consecutive meetings of the Board of Directors without an excuse that is satisfactory to the Executive Committee and the Board of Directors

shall be considered equivalent to a resignation. A vacancy thus created shall be filled by the members of the Board of Directors as prescribed in Article V, paragraph nine (8).

ARTICLE IX

Lincoln Memorial University Finances

The financial operations and procedures shall be conducted in accord with Lincoln Memorial University policies.

ARTICLE X

Fiscal Years

The fiscal year for the Alumni Association of Lincoln Memorial University shall correspond with the fiscal year of the University which will be July 1st-June 30th.

ARTICLE XI

Dues

The Alumni Association will be a dues-based organization. Alumni dues are strictly based as follows pursuant to a validly adopted meeting minutes of this organization:

1. The first year of membership is free of charge.
2. Years two (2) through ten (10) are twenty-five dollars per year (\$25.00/yr.).
3. Years eleven (11) through forty-nine (49) are forty-five dollars per year (\$45.00/yr.) except for couples who may jointly pay eighty dollars per year (\$80.00/yr.).
4. Years fifty (50) and beyond shall pay one-hundred dollars per year (\$100.00/yr.).
5. Lifetime memberships to the LMU Alumni Association are two-hundred dollars (\$200.00) with a monthly installment option available.
6. Friend of the University memberships will also be made available. Dues shall be \$50 for annual and \$200 for lifetime.

Money received from these dues will be used for the purpose of meeting the objectives of the Association as prescribed by the Board. All past lifetime members are to always be recognized and no additional dues will need to be paid. All dues paying members in good standing will be eligible to vote in the annual Alumni Board election.

Friend of the University membership is strictly a non-voting membership.

ARTICLE XII

Meeting Dates

The annual business meeting of the Lincoln Memorial University Alumni Association will be held during the fall quarter at Homecoming, the dates of which are set by Lincoln Memorial University officials. Alumni members shall receive notice of such meetings at least one month prior to the date of the scheduled meeting. Three additional Board of Director meetings shall be held on a quarterly basis throughout the year.

ARTICLE XIII

Elections

The voting procedure for all elections required by this Constitution shall occur as follows: A dues paid member may mail his/her ballot in a sealed envelope inside an envelope bearing the member's name and addressed to Lincoln Memorial University Alumni Association, Harrogate, Tennessee, or the member may vote at the Homecoming registration booth during Homecoming weekend. Write-in candidates will be accepted.

The President shall appoint a committee of three members-at-large attending Homecoming activities to count the ballots. One member of the Nominating Committee and one member of the Board of Directors, named by the President, shall supervise and act as judges during the counting. Any nominee who wishes may have an observer present during counting. Results of the election will be reported to the Association immediately upon completion.

ARTICLE XIV

Parliamentary Procedure

All proceedings of the Association, the Board, and the Executive Committee, shall be conducted under a modified Robert's Rules of Order, subject to such rules as may be adopted.

ARTICLE XV

Amendments to the Constitution

Any dues-paying member may submit a proposed amendment to this Constitution by submitting, in writing, the proposed amendment to any current member of the Alumni Association Board of Directors. A current member of the Alumni Association Board of Directors shall present any written proposed amendments he or she receives at the first business meeting of the Alumni Association Board each year. A vote on the proposed amendment shall occur at the next scheduled meeting of the Alumni Association Board of Directors where quorum, as defined in Article XVI, is achieved after the proposed amendment is presented. A two-thirds (2/3) majority vote of those present is required to adopt a proposed amendment. Any amendment so adopted shall take effect immediately upon adoption unless another effective date is also adopted by the same two-thirds (2/3) majority vote.

ARTICLE XVI

Conducting Business of the Alumni Association Board of Directors

When a business meeting is conducted a simple majority of members is considered a quorum.

ARTICLE XVII

Publication of the Constitution

This Constitution shall be published and made publicly available on the website of the Alumni Association.