



NEBRASKA METHODIST COLLEGE  
ALUMNI ASSOCIATION  
*Bylaws*  
REVISION JULY 2011

**ARTICLE I**  
**PURPOSE AND OBJECTIVES**

The name of the organization shall be the Alumni Association of Nebraska Methodist College, hereinafter, referred to as the "Association."

The mission, vision, core values of the Association shall be to support the mission, vision and core values of Nebraska Methodist College (College). In addition, the Association may engage in any activities that advance the interests of the College, including, but not limited to:

- A. Providing consultation regarding matters strengthening the College.
- B. Providing an opportunity and a medium in which all alumni may participate.
- C. Developing a nationwide network by which alumni may communicate with each other.
- D. Maintaining a current Alumni Database.
- E. Collaborating with the Director of Alumni Relations in the preparation and distribution of the Alumni Association publication *The Methodist Alumni Connection*.
- F. Providing opportunity for alumni involvement with the Nebraska Methodist Hospital Foundation (Foundation), the College, and the Association.
- G. Providing names of Alumni the Association would recommend for election to the College Board of Directors.

**ARTICLE II**  
**ASSOCIATION MEMBERSHIP**

**SECTION 1 – Eligibility**

All graduates who have received a diploma or a certificate from a program of one year or greater duration from Nebraska Methodist College and any of its predecessor organizations shall be lifetime members of the Association and are eligible to vote and hold office.

**SECTION 2 – Honorary Membership**

Honorary membership may be conferred upon non-alumni who have rendered exemplary services to the Association and who the Association wishes to honor. Honorary membership shall be approved by the voting members at a regularly scheduled Association meeting or by the Advisory Council. Such membership shall confer all membership privileges and responsibilities including the right to vote and hold office.

**ARTICLE III**  
**ASSOCIATION MEETINGS**

**SECTION 1 – Regularly Scheduled Meetings**

Association meetings shall be held at a minimum of four times throughout the calendar year for the transaction of business and the affairs of the Association. The time and place of meetings shall be published within *The Methodist Alumni Connection* and posted on the College website at least ten (10) days prior to the meeting. All members have the right to attend. Meetings are open to guests unless otherwise indicated in the meeting notice.

**SECTION 2 – Special Meetings**

The Director of Alumni Relations and/or the Advisory Council may call special meetings. Notice of a special meeting shall be posted on the College Website at least ten (10) days prior to the date of such special meeting being held.

### **SECTION 3 – Order of Business**

The Director of Alumni Relations shall establish the agenda of business. Unless otherwise expressly provided in these bylaws, meetings shall be governed by Robert's Rules of Order, Revised. Any Association member may submit agenda items to the Director. Association meetings are for the purpose of conducting regular Association business and should be utilized as the preferred process for making Association decisions.

### **SECTION 4 – Association Voting**

Each member of the Association shall be entitled to one vote. Matters submitted to a vote shall be determined by a majority vote of members. Members must be present to vote; however, under special circumstances, balloting by mail, facsimile, or electronic mail may be utilized at the discretion of the Director and/or the Advisory Council.

### **SECTION 5 – Quorum**

Association members present at any meeting, but not less than 5, shall constitute a quorum.

## **ARTICLE IV**

### **DIRECTOR OF ALUMNI RELATIONS**

The Director of Alumni Relations is an employee of the College and serves as a liaison between the Association and the College. The Director shall manage the Alumni Office. The Director shall have general charge of the business affairs and property of the Association and shall facilitate the implementation of Alumni activities. The Director shall conduct all Association and Advisory Council meetings, serve as an ex-officio member of all committees, and may appoint committee chairpersons. The Director shall make a financial report at each regularly scheduled meeting; ensure that all accounts are reconciled at the end of every year; receive and deposit funds, and ensure annual audits of accounts are completed and reported to the Association. The Director shall request the annual contribution from Methodist Hospital. The Director shall have such other duties and responsibilities and may exercise such other powers as are usually incident to the position or as from time-to-time may be assigned to him or her by these By-laws, the Association, the Advisory Council, or the College President. Should the Director be an NMC alumna/alumnus, she or he shall retain full voting privileges as an Association member.

## **ARTICLE V**

### **ADVISORY COUNCIL**

#### **SECTION 1 – Membership**

The Advisory Council shall consist of a total of twenty-one members, to include fifteen members of the Association, one NMC Student Government representative, and five ex-officio members. The Advisory Council shall work directly with the Director of Alumni Relations to provide guidance with respect to the positions and activities of the College and the Association. Members of the Advisory Council shall serve a term of two years. Members may serve multiple terms as elected by members of the Association.

#### **SECTION 2 – Nominations and Elections**

Members may self-nominate for Advisory Council positions. Voting will take place at the late August or early September meeting.

The members of the Association in attendance at the regularly scheduled August or September meeting will elect 15 Association members to serve on the Advisory Council. Members of the Association who cannot attend the meeting may request an absentee ballot from the Director prior to the election and must submit such ballot directly to the Director prior to the date of the meeting. Under special circumstances, balloting by mail, facsimile or electronic mail may be utilized at the discretion of the Director and Advisory Council.

The President of the College, or his/her designee, shall appoint five ex-officio members to serve on the Advisory Council from the College and/or the Methodist Hospital Foundation.

Student Government shall appoint one student representative to serve on the Advisory Council.

### **SECTION 3 – Duties**

When it is not practicable or reasonable to call an Association meeting, the Advisory Council shall transact business on behalf of the Association. The Advisory Council in cooperation with the Director of Alumni Relations shall have authority to make policy decisions for the Association. The Advisory Council, along with the Director, shall have the authority to carry on the business of the organization; approve expenditures; establish rules and procedures; and approve or disapprove reports, resolutions or actions of officers and committees.

### **SECTION 4 – Meetings**

The Advisory Council members shall make every attempt to attend all scheduled meetings of the Association. The Director of Alumni Relations may call additional meetings of the Advisory Council as he or she deems necessary.

### **SECTION 5 – Voting**

Each member of the Advisory Council shall be entitled to one vote except that ex-officio members shall have voice, but no vote. Should any one of the College president's appointees be an NMC alumna/alumnus or honorary alumna/alumnus, he or she shall have full voting privileges. With respect to Advisory Council decisions, votes may be cast by mail, electronic mail, facsimile, or telephone conversation with the Director of Alumni Relations. The majority vote shall constitute a quorum for the transaction of business.

### **SECTION 6 – Removal and Vacancies**

The Advisory Council may remove any member of the Advisory Council by a 2/3 majority vote of the Advisory Council.

The Advisory Council may fill any vacancy that may occur on that Council by appointment of an eligible member of the Association to serve until their successor is elected or appointed pursuant to these by-laws.

## **ARTICLE VI**

### **SECRETARY**

#### **SECTION 1 – Eligibility and Election**

Any voting member of the Advisory Council is eligible to serve as secretary. Any member of the Advisory Council may self-nominate, following the fall election, to serve as Secretary. The Secretary will be approved by the Advisory Council.

#### **SECTION 2 – Term of Office**

The Secretary shall serve a term of two years concurrent with his/her term as an Advisory Council member.

#### **SECTION 3 – Removal and Vacancies**

The Advisory Council may remove the Secretary by a 2/3 majority vote.

If the position of Secretary is vacant, the Advisory Council may, by majority vote, may appoint an eligible member of the Advisory Council to serve until his/her successor is elected pursuant to these by-laws.

#### **SECTION 4 – Duties**

The Secretary shall record and distribute minutes of each regularly scheduled Association and Advisory Council meeting. He/she will then provide the minutes to the Director of Alumni Relations for posting on the College website and distribution at the following meeting.

## **ARTICLE VII**

### **COMMITTEES**

The Association or the Advisory Council may establish committees as deemed necessary. Committees may include:

- A. Archives Committee: Led by the Historian, develops and maintains the archives of the College.
- B. Alumni Weekend Committee: Plans annual Alumni banquet and other weekend activities.

- C. Honors and Awards Committee: Recommends and selects Association members and students for awards.
- D. Finance Committee: Oversees budget development and disbursement of funds.

The Director of Alumni Relations shall appoint the chairpersons of the committees. The chairpersons shall select and/or recruit their own committee members. All committees shall submit reports to the Advisory Council and/or the Association including a final written report with conclusions and recommendations.

## **ARTICLE VI**

### **PROCEDURES**

#### **SECTION 1 – Official Year**

The official year of the Association shall coincide with the fiscal year of the College.

#### **SECTION 2 – Amendments**

These By-laws may be amended by a majority vote of the Association members present at a regular meeting or by the Advisory Council as provided in Article III, Section 3. Proposed changes to the By-laws shall be prepared and distributed to the Advisory Council and posted on the College Website not less than thirty (30) days prior to the meeting.