

CONCORDIA COLLEGE ALUMNI ASSOCIATION

MISSION STATEMENT

The purpose of the Concordia College Alumni Association is to sustain and advance its mission by strengthening the relationship between the college and its alumni, exemplifying Christian life and mindfully engaging the broader world.

CONSTITUTION

Article I (Name)

Section 1: The name of this association shall be "The Concordia Alumni Association," hereinafter referred to as the Association.

Article II (Formal Objectives)

Section 1: An objective of the Association shall be to support Concordia College in its goal "to influence the affairs of the world by sending into society thoughtful and informed men and women dedicated to the Christian life." A further objective shall be to promote fellowship among Concordia alumni and rally their support for their alma mater.

Article III (Location)

Section 1: The office for the transaction of business of the Association shall be on the campus of Concordia College, Moorhead, Clay County, Minnesota 56562, and from time to time, other places as may be designated by the Board of Directors.

Article IV (Membership)

Section 1: The membership of the Association shall consist of all graduates and former students who have completed one year at Concordia College, Concordia Academy or any other institution consolidated with Concordia College; except, however, that no person shall become a member of the Association until his or her class has been graduated.

Section 2: Faculty members of Concordia College who are not included in Section I of Article IV of this constitution shall be designated Honorary Members of the Association.

Section 3: All recipients of honorary degrees who are not included under Section I of Article IV shall be designated Honorary Members of the Association.

Section 4: Any person serving as a member of the Board of Regents and all persons given recognition for meritorious service to Concordia College who are not included under Section I of Article IV shall be designated Honorary Members of the Association.

Article V (Governance)

Section 1: The affairs of the Association, which shall be consistent with the needs of the College and the welfare of the members, shall be administered by the Association's Board of Directors in consultation with the Director of Alumni Relations of Concordia College.

Section 2: The Board of Directors of the Association shall consist of:

1. A minimum of twenty with a maximum of thirty members at large, each elected for a four-year term.
2. The Director of Alumni Relations of Concordia College, ex officio.
3. The Student Government Association President of Concordia College, ex officio.

4. The immediate past President of the Alumni Board to serve one year as ex officio member.

Section 3: The Board of Directors may create or dissolve committees for the purpose of carrying out its responsibilities. Standing committees may be created and their purposes defined by a majority vote of the Board. The President, in consultation with Board members, shall appoint members to serve on committees.

Section 4: Duties of the Board of Directors:

1. Each Board member shall be required to attend a minimum of two meetings per year. Noncompliance with the minimum attendance shall be reviewed on an individual basis by the Board.
2. Each Board member shall serve on a committee or committees of the Board of Directors as designated.
3. Newly elected Board members shall assume office after the fall meeting.

Section 5: Officers of the Association shall be:

1. A president elected to a one-year term by the Board of Directors of the Association from the Board's membership.
2. A vice president elected to a one-year term by the Board of Directors of the Association from its membership.
3. An executive secretary who shall be the Director of Alumni Relations of Concordia College, appointed by the President of the College in consultation with the President of the Association.
4. Officers of the Board of Directors shall be elected at the spring meeting.

Section 6: Duties of the Officers:

1. The president shall preside at meetings of the Association, shall enforce the Constitution and Bylaws and perform other duties as delegated by the Board of Directors.
2. The vice president shall preside in the absence of the president and shall perform other duties as pertain to that office upon the request of the president.
3. The executive secretary, under the guidance of the Board of Directors, shall coordinate, administer and expedite the alumni program and shall be custodian of all records of the Association.

Section 7: Executive Committee

1. The Board shall annually designate an Executive Committee of five members to act on behalf of the Board between meetings.
2. The President of the Board of Directors shall be a member of the Executive Committee and shall serve as chair of the Executive Committee.
3. The Vice President of the Board of Directors shall also serve as a member of the Executive Committee.
4. The remaining three members will be designated from the membership of the Board of Directors.
5. The immediate past President of the Board of Directors shall serve as an ex-officio member of the Executive Committee.
6. The Director of Alumni Relations of Concordia College shall serve as an ex-officio member of the Executive Committee.
7. The Executive Committee shall serve as the Nominating Committee of the Board of Directors.
8. Meetings of the Executive Committee may be called by the President of the Board of Directors either by oral or written notice no fewer than four days prior to the date set for the meeting.

9. The Executive Committee shall provide a report of its activities to the Board of Directors in a timely manner and no later than the next regularly scheduled meeting.

BYLAWS

Article 1 (Nominations and Elections)

Section 1: The Executive Committee of the Board shall recommend at least one person for each four-year vacancy on the Board of Directors. The Executive Committee shall present a slate of nominees for election at the spring meeting of the Board of Directors.

Section 2: Election to the Board of Directors from the membership of the Association shall be by majority vote of current members of the Board of Directors.

Section 3: An appropriate number of members of the Board of Directors shall be elected each year.

Section 4: Nominations for election to the Board of Directors shall be made to the Alumni Office no later than November 1 of each year. Nominations must be from the membership of the Association.

Section 5: Upon resignation of a Board member unable to complete his/her term, the Board of Directors may immediately appoint a person to serve out the balance of that member's term.

Nomination for the replacement Board member will come from the Executive Committee.

The nomination shall then be forwarded to each member of the Board of Directors for voting. Election shall be by majority vote of the current members of the Board of Directors. The newly elected member will be invited to the next meeting of the Board of Directors where he/she will immediately begin serving as an active member of the Board of Directors of the Alumni Association.

Article II (Meetings)

Section 1: All business of the Association shall be transacted by the Board of Directors at regular and special meetings of the Board.

Section 2: Regular meetings of the Board of Directors shall be held at least three times a year.

Section 3: Special meetings may be held at the call of the President by notifying the members of the Board of Directors no fewer than four days prior to the meeting.

Section 4: The proposed agenda for each Board Meeting shall be in the hands of all Board members at least two weeks prior to each meeting.

Section 5: The minutes of all Board Meetings shall be reproduced and forwarded to Board members following each meeting.

Section 6: All Board Meetings are open to the members of the Association.

Section 7: The Board shall keep the membership informed of its activities by means of alumni publications.

Article III (Voting)

Section 1: All votes of the Board of Directors shall be determined by simple majority of votes cast at a legally constituted meeting. Voting shall be by voice, except in elections that may be by secret ballot.

Section 2: A quorum for voting shall consist of two-thirds of the full membership of the Board of Directors at all meetings.

Article IV (Awards)

Section 1: The Board of Directors may grant the "Alumni Achievement Award" to alumni of Concordia College who have distinguished themselves in their careers and services to others, thereby honoring the college. These awards shall be presented at the Alumni Achievement Awards Banquet. Current faculty and staff members are not eligible for this award.

Section 2: The Board of Directors may grant a special award of merit known as the "Special Recognition Award" to persons who have notably advanced and aided Concordia College. The Board may also give other recognitions at its discretion.

Section 3: The number of awards given in one year will be a maximum of four.

Section 4: Finalists must be an alumnus a minimum of 15 years prior to receiving Alumni Achievement Award.

Article V (Amendments)

Section 1: Proposed amendments to the Bylaws shall be submitted in writing to the president and read at a regular meeting of the Board of Directors.

Section 2: At the next regular meeting of the Board of Directors, the amendment shall be read and voted upon. A majority of ballots cast are required for adoption of the amendments.

Article VI (Rules)

Section 1: Robert's Rules of Order shall govern the Association in the conduct of its business.

1/19/08