

BY LAWS AND CONSTITUTION

ALUMNI ASSOCIATION OF THE TURNER THEOLOGICAL SEMINARY



Ratified February 13, 2006

ARTICLE I – NAME AND GOVERNANCE

This organization shall be known as ALUMNI ASSOCIATION OF TURNER THEOLOGICAL SEMINARY and shall be governed by the executive board of the Alumni Association with oversight from Turner Alumni.

ARTICLE II – MISSION AND OBJECTIVES

Section 1. Mission. The mission of the Alumni Association is to commit to building community between Turner Theological Seminary alumni and friends, providing opportunities for service in life and vocation

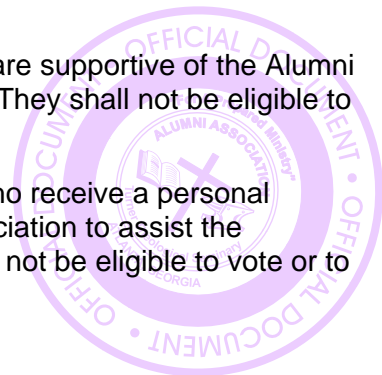
Section 2. Objectives. The purpose of the Alumni Association is to meet and further the following objectives:

- a. To serve as a channel for preserving and promoting Turner Theological Seminary as the sacred heritage left by Bishop Henry McNeal Turner for dedicated and scholarly ministers of the gospel.
- b. To promote among its members fellowship, spirituality and growth in ministerial usefulness.
- c. To cooperate with the administration of the Turner Theological Seminary in planning annual Founder's Day and other events specific to the alumni.
- d. To assist the President/Dean of the Seminary with fundraising.
- e. To support and provide assistance and outreach to (1) Regional Alumni Chapters and (2) Current students matriculating at Turner Theological Seminary.
- f. To compile a complete and accurate record of all Turner Theological Seminary graduates.

ARTICLE III - MEMBERS

Section 1. Membership. The categories of membership shall be:

- a. **Full Membership:** open to graduates of Turner Theological Seminary. They shall be eligible to vote and to hold office.
- b. **Associate Membership:** for individuals who are supportive of the Alumni Association of Turner Theological Seminary. They shall not be eligible to vote or to hold office.
- c. **President Advisory Board:** for individuals who receive a personal invitation by the President of the Alumni Association to assist the association in carrying out its goals. They will not be eligible to vote or to hold office unless they are alumni.



Section 2. Dues.

Association dues for the Continental U.S. will be: Full membership - \$50.00, Associate Membership - \$25.00, President's Advisory Board Membership - \$100.00.

Dues will be paid annually. Upon payment of dues, each member will receive a membership package.

The annual membership dues at the Regional Chapters levels shall be determined by the respective Regional Chapters Representative and membership.

Section 3. Official Roll. The official roll will consist of all alumni who have met their financial obligations.

Section 4. Inactive Membership. Inactive membership will be: a) at the request of a member (written resignation); b) failure to meet yearly financial obligations of the Alumni Association; c) or death.

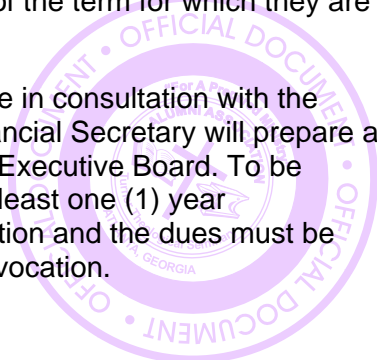
Section 5. Eligibility for Office: Any Alumni in good standing as defined by the by-laws of Alumni Association and the Doctrine and Discipline of the African Methodist Episcopal Church is eligible to hold office. Any alumni in good standing who is transferred or moves to a new District and/or Region is eligible to hold office in that region if duly elected. There will be no requisite waiting period for holding office on any level.

ARTICLE IV – EXECUTIVE BOARD

Section 1. Powers and Numbers. Alumni Association will be managed by the Executive Board. Members of the Executive Board will consist of: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Historiographer, Chaplain, and Parliamentarian.

Section 2. Election and Term of Office. At the seat of the Founders' Day Convocation, The Alumni Association of Turner Theological Seminary will meet to elect the officers of the Executive Board as stated in Section 1. No member will be nominated or elected unless he or she is a full member in good and regular standing. The term of office will be two (2) years and no officer will serve in the same office for more than four (4) consecutive terms. Each officer of the Executive Board will hold office until the expiration of the term for which they are elected or until their death, resignation or removal.

Section 3. Membership Committee. A membership committee in consultation with the Third Vice President, Recording Secretary and Financial Secretary will prepare a list of qualified members who may vote to elect the Executive Board. To be eligible to vote, members will have paid dues for at least one (1) year immediately preceding the Founders' Day Convocation and the dues must be received prior to the election at Founders' Day Convocation.



Section 4. Voting. Election of officers of the Executive Board will be by ballot. Each officer will be elected by a majority vote of the membership present at the election of officers at the seat of the Founders' Day Convocation.

Section 5. Transfer of Records. The transfer of all records, minutes, and financial documents etc., will be completed within 30 days following the election of the Alumni Executive Officers.

Section 6. Installation. Installation of Executive Board members will take place as part of the annual worship service of the Alumni Association during the Founders' Day Convocation.

Section 7. Vacancies and Standing committees. Vacancies among the Executive Board may be filled by the President upon consultation with the Executive Board. Standing committees shall be formed by the President.

Section 8. Resignations. Any Board member may resign from office at any time by delivering a resignation in writing to the President, and the acceptance of such resignation will not become official until the Turner's Founder's Day Convocation.

Section 9. Removal. Any Board member elected by members of the Alumni Association may be removed for cause by a majority vote of the entire Board, at any special meeting of the Board. Any Board member who misses three (3) unexcused official Board meetings may be removed from the Executive Board.

Section 10. Meetings.

The annual meeting of the Alumni Association will be held during Founders' Day each year.

The Executive Board will meet in April immediately following Founders' Day and will subsequently meet in June at the seat of the Bishops' Council and General Board Meeting, October at Turner Theological Seminary Trustees' Board Meeting of each year and the association will hold teleconferences on a quarterly basis or more frequently as needed. The dates, times and locations of the meetings will be determined by the Executive Board.

Section 11. Quorum and Voting.

Voting privileges in the Alumni Association will be confined and restricted to persons set out under Article III.

No persons will be entitled to more than one (1) vote on an issue or matter in Alumni Association, and must be personally present to exercise such privilege. No proxy or absentee voting will be permitted. The Executive Board will have two thirds of its members/officers present to constitute a quorum for voting. A quorum for the election of Executive Board officers at the annual meeting will consist of a majority of the Alumni Association members present at the time of elections of the Executive Board.

The election meeting of the Alumni Association will be held biannually during the Founders' Day Convocation in Atlanta, Georgia. All persons seeking an office on the Executive Board should submit a letter of intent two months prior to the

annual meeting to the Membership Committee for verification of eligibility of office seeking.

Nominations: The nomination of officers at the annual meeting will be governed by the Nominating Committee. Recommendations and nominations for office to the Executive Board must be submitted no later than sixty (60) days prior to the annual meeting. Recommendations and nominations will be accepted at the annual meeting. Persons nominated to run for Executive Board office must be present at the time and place of the election meeting. This committee is appointed the Executive Board.

Section 12. President: Powers and Duties. The President will preside over the meetings of the Alumni Association in organizing and planning events, programs, outreach and developing policy, and will be responsible for the general operations of the Alumni Association. The President will be elected at the site of the Annual Meeting by a quorum of members of the Alumni Association. The President is to be familiar with AME discipline and polity and will abide by the same.

Section 13. First Vice President: Powers and Duties. The First Vice President shall assist the President in all of his/her duties. He/She shall be responsible for all programming and shall chair Global and Ecumenical Affairs, Programs Committee and Public Relations Committee. He/She shall preside at any call meetings and executive meetings in the absence of the President.

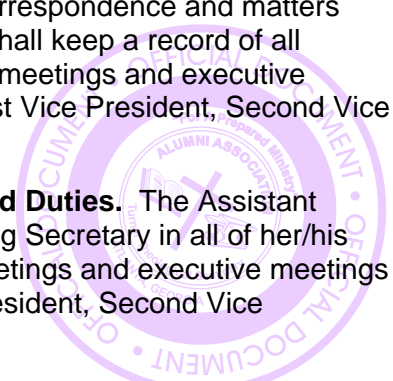
Section 14. Second Vice President: Powers and Duties. The Second Vice President shall assist the President in all of her/his duties. He/She shall preside at any call meetings and executive meetings in the absence of the President and First Vice President. He/She shall be responsible for the coordination and development of Regional Chapters. He/She must report quarterly to the President regarding the status of each Regional Chapter for the association.

Section 15. Third Vice President: Powers and Duties. The Third Vice President shall assist the President. He/She shall preside at any call meetings and executive meetings in the absence of the President, First Vice President and Second Vice President. He/She will serve as a resource to the Regional Chapters and District Representatives and assist them with their organization and programming. He/She shall maintain a roster of all alumni. He/She shall chair the Membership Committee and Fund Development Committee.

Section 16. Recording Secretary

a. **Recording Secretary: Powers and Duties.** The Recording Secretary shall keep records of all proceedings, meetings, correspondence and matters essential to the Alumni Association. He/She shall keep a record of all members. He/She shall preside over any call meetings and executive meetings in the absence of the President, First Vice President, Second Vice President, and Third Vice President.

b. **Assistant Recording Secretary: Powers and Duties.** The Assistant Recording Secretary shall assist the Recording Secretary in all of her/his duties. He/She shall preside over any call meetings and executive meetings in the absence of the President, First Vice President, Second Vice



President, Third Vice President and Recording Secretary.

Section 17. Treasurer: Power and Duties. The Treasurer shall supervise or delegate the supervision of dues, donations, sales, proceeds from events, and any other miscellaneous income of the Alumni Association. He/She shall co-sign all checks with the President and/or Recording Secretary. All payments from the general treasury must be reviewed and approved by the Executive Board. The Treasurer shall chair the Budget and Finance Committee.

Section 18. Financial Secretary: Powers and Duties. The Financial Secretary shall be responsible for the maintenance of account records. He/She shall maintain a list of all dues-paying members. He/She shall record all monies (income and expenditures) for the quadrennial and report same to the Executive Board. He/She and the Treasurer shall be accurate in the record of all monies received and spent.

Section 19. Corresponding Secretary: Powers and Duties. The Corresponding Secretary shall prepare and disseminate correspondence and communication, distribute the newsletter, and shall assist the Third Vice President in gathering names of alumni for inclusion in an alumnus' directory.

Section 20. Historiographer: Powers and Duties. The Historiographer shall research, gather, record and make available historical and other information on the Alumni Association and assisting with preparing information to be published in *The Christian Recorder* and other publications. Keep an archive of all alumni's events. He/She will co-chair the Public Relations Committee.

Section 21. Chaplain: Powers and Duties. The Chaplain shall be familiar with the concept of intentional and innovative worship experiences, and shall encourage all alumni to use inclusive language. He/She shall work with the First Vice President in the programming of all gatherings, conferences, and workshops. He/She shall chair the Special Events/Worship Committee and shall assist the Worship Leaders in the Regional Chapters.

Section 22. Parliamentarian: Powers and Duties. He/She shall be responsible for by-laws and parliamentary procedure and shall chair the By-laws and Constitution Committee. She will serve as a resource to the Regional Chapters and report quarterly to the President.

ARTICLE V – COMMITTEES

Section 1. Committees of the Executive Board. The Board may, by resolution adopted by a majority of the entire Board, establish and appoint executive and other standing committees. The President shall appoint the chairperson of each committee. Each committee so appointed shall consist of three or more members, and shall have all the authority of the Board except as to the following matters:

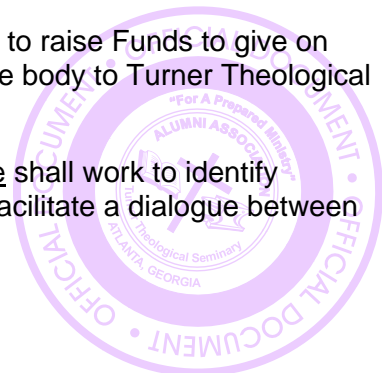
- a. The filling of vacancies on the Board or on any committee.
- b. The amendment or repeal of the by-laws or the adoption of new by-laws.

- c. The amendment or repeal of any resolution of the Board which by its terms shall not be so amended or repealed.
- d. The fixing of compensation of Board members for serving on the Board or any committee.

Special committees may be appointed by the President with the consent of the Board and shall have only the powers specifically delegated to them by the Board.

Section 2. Standing Committees. The standing committees and their responsibilities shall be as follows:

- a. The Budget and Finance Committee shall study the financial needs of the Alumni Association and recommend ways and means of generating income.
- b. The Membership Committee shall suggest strategies for identifying the needs of alumni, enhancing services to the membership and increasing participation in the Alumni Association, and prior to the quadrennial election meeting shall assist with preparation of a list to establish the credentials of members for voting and nomination for office.
- c. The Program Committee shall work with planning services, meetings, conferences and other events.
- d. The By-laws and Constitution Committee shall receive study, analyze and interpret proposed amendments to the By-laws and legislation affecting the Alumni Association.
- e. The Public Relations Committee shall work to promote and disseminate information on the presence and contribution of the Alumni Association and alumni across the connection. The Committee shall work with the publication of a quarterly newsletter, preparing of educational and informational publications, and assisting with preparing information to be published in *The Christian Recorder*, *The House of Turner* and other publications.
- f. The Special Events Committee shall work with the planning of services and with developing resources on worship and liturgy to be made available to the Regional Chapters.
- g. The Strategic Planning Committee shall work to identify and develop strategies to strengthen the Alumni Association's organizational growth.
- h. The Fund Development Committee shall work to raise Funds to give on behalf of the Alumni Association as a collective body to Turner Theological Seminary during Founders' Day.
- i. The Global and Ecumenical Affairs Committee shall work to identify international partners to help the association facilitate a dialogue between Christian Denomination.



- j. The President's Projects Committee shall work with the President and Vice-Presidents to carry out special projects presented by his/hers administration. This committee is appointed by the President.
- k. Presidents' Projects – with every new administrative the scope and nature of the presidents' projects are subject thus the appointment should be in consultation of all presidents. There should also be mention of the scope and nature of this committee.
- l. The Chaplain's Committee shall work to encourage participation among our active and retired military chaplains. This Committee shall work to promote and disseminate information on the contribution made to the Armed Forces by our military chaplains.
- m. The Regional Chapters Committee shall work to organize Regional Chapters across the connection to promote unity of the association and assist the Fund Development Committee in raising funds for Turner Theological Seminary.
- n. The Mentorship Committee shall work with students matriculating at Turner and match students with Pastors and Parishes for an internship program throughout the international connectional African Methodist Episcopal Church.
- o. Nominating Committee

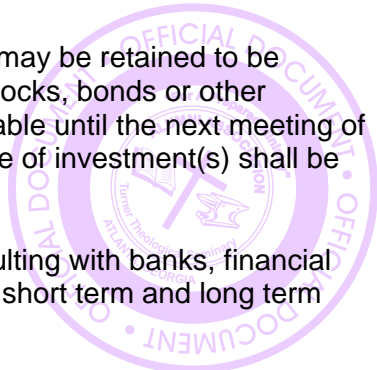
Nominations: The nomination of officers at the annual meeting will be governed by the Nominating Committee. Recommendations and nominations for office to the Executive Board must be submitted no later than sixty (60) days prior to the annual meeting. Recommendations and nominations will be accepted at the annual meeting. Persons nominated to run for Executive Board office must be present at the time and place of the election meeting. This committee is appointed the Executive Board.

ARTICLE VI – ACCOUNTS AND INVESTMENTS

Section 1. Contracts, Checks, Bank Accounts. The Executive Board is authorized to select such depositories as it shall deem proper for the funds of the Alumni Association and shall determine who shall be authorized in the organization's behalf to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts and documents.

Section 2. Investments. The funds of the Alumni Association may be retained to be invested and reinvested from time to time in such stocks, bonds or other securities, as the Executive Board may deem desirable until the next meeting of the Alumni Association for final approval. The choice of investment(s) shall be low risk, short term instrument(s).

Investments – the committee should consider consulting with banks, financial advisors and other church leaders to determine the short term and long term



feasibility and implications of such investments.

ARTICLE VII - OFFICE AND BOOKS

- Section 1. Office.** The office of the Alumni Association shall be located at such place as the Executive Board may determine.
- Section 2. Books.** There shall be kept at the office of the Alumni Association correct books of amount of the activities and transactions of the Alumni Association including a minute book, which shall contain a copy of these by-laws, and all minutes of meetings of the members of the Executive Board.
- Section 3. Official Seal** shall designate the official documents of the Alumni Association.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the Alumni Association shall be February 1 to January 31.

ARTICLE IX – AMENDMENTS

These by-laws may be amended by the affirmative vote of a majority of the entire Board at any meeting of the Executive Board, or by the members of the Alumni Association at a meeting duly called for the purpose of amending these by-laws, providing notice of the proposed amendment has been included in the notice of meeting. The by-laws and any amendment to the by-laws become effective only upon the date of approval by the Annual Meeting of the Alumni Association, as reflecting in the minutes of said Annual Meeting.

ARTICLE X—DEFINITIONS

WHERE THE BY-LAWS OF THE ALUMNI ASSOCIATION ARE SILENT, ROBERT'S RULES OF ORDER WILL BE IN EFFECT.

