



## **Bylaws of Atlanta's John Marshall Law School's Alumni Board**

### Article 1: NAME

- 1.0 This organization shall be known as Atlanta's John Marshall Law School's Alumni Board (the "Board").

### Article 2: PURPOSE

- 2.0 The Alumni Board shall serve as a supportive body consisting of invited graduates of Atlanta's John Marshall Law School ("JMLS") that assist in the advancement of both JMLS and the John Marshall Law School Alumni Association (the "Alumni Association").
- 2.1 Each Alumni Board Member shall:
  - 2.10.1 Recommend to the Dean ways to develop alumni and community support for JMLS and the Alumni Association;
  - 2.10.2 Recommend to the Dean ways to develop and promote alumni events and activities;
  - 2.10.3 Actively encourage its members to engage in leadership roles that promote alumni participation at JMLS;
  - 2.10.4 Assist the Dean in the solicitation, cultivation, and stewardship of external support for the Alumni Association and JMLS;
  - 2.10.5 Commit a reasonable level of financial support to the Alumni Association of at least \$1,000.00 per academic year.
  - 2.10.6 Identify opportunities for JMLS's students to enrich their education through internships, mentorships, and other learning-practical work experiences;
  - 2.10.7 Participate in at least one JMLS sponsored or promoted student or alumni event per semester; and

2.10.8 Promote JMLS and the Alumni Association in a positive light in their respective spheres of influence

Article 3: NOMINATIONS AND MEMBERSHIP

- 3.0 The Board shall not exceed 40 members. Newly-appointed members shall begin their term of office with the first regular meeting of the Board following their appointment by the Dean.
- 3.1 The term of membership is three years. The Board's term shall follow the JMLS academic calendar and shall begin in August of each year.
- 3.2 At the expiration of any term, a Board Member may be reappointed by the Dean
- 3.3 The Dean of the law school will be an ex officio member of the Board.
- 3.4 Board members are expected to attend Board meetings and participate in alumni and Alumni Board activities.
- 3.5 Board members are expected to assist in all efforts to involve JMLS alumni in the programs and activities of JMLS
- 3.6 The Board should actively seek to reflect demographic and geographic diversity. The following criteria should be considered when identifying Prospects for membership on the Alumni Board: diversity of membership; professional accomplishment(s); ability to meet membership requirements and obligations; integrity, ethics, and professionalism; willingness to support the JMLS community; previous participation in alumni and school events, and ability and desire to serve. Additional criteria may be considered.
- 3.7 Prospective candidates for membership on the Alumni Board ("Prospect" or "Prospects") shall be identified by the Nominating Committee in conjunction with the Alumni Office, the Dean, and the Alumni Board. The identification shall occur year-round and a list of Prospects ("Master Prospect List") shall be kept by the Nominating Committee and the Alumni Office.
- 3.8 The Alumni Board shall have one official membership drive per academic year ("Yearly Membership Drive"). The Yearly Membership Drive shall begin on July 1<sup>st</sup> of each year and shall be managed by the Alumni Office in conjunction with the Nominating Committee and the Dean. This process shall proceed as follows:
  - 3.80.1 First, the Alumni Office shall request from the Dean, the Nominating Committee, and all Alumni Board member, the names and contact information of any Prospect(s) they would like to nominate for membership on the Alumni Board for the

forthcoming term. The Alumni Office shall make this request via email and shall allow 5 days, from the date the email request is sent, to receive responses. The Alumni Office shall add the names of any Prospect(s) identified, in response to this email request, to the Master Prospect List.

3.80.2 Second, the Alumni Office shall email the Master Prospect List to all Alumni Board members, the Dean, and the Nominating Committee, requesting comment(s). Each comment shall be detailed.

3.80.2.1 The Alumni Office shall make this request via email and shall allow 5 days, from the date the email request is sent, to receive responses.

3.80.3 Third, the Dean, in conjunction with the Nominating Committee and the Alumni Office, shall review all comments, objections, etc., and make a final determination as to which Prospect(s) will receive an invitation to join the Alumni Board. The Alumni Office shall then revise the Master Proposal List (“Revised Master Proposal List”) so that it includes only those Prospects that will receive an invitation to join the Alumni Board.

3.80.4 Fourth, the Alumni Office will send all Prospects listed on the Revised Master Prospect List an invitation to join the Alumni Board (“Invitation”) for one term.

3.80.4.1 Prospects shall have twenty-one (21) days from the date the Invitation is sent to accept the invitation to join the Alumni Board.

3.80.4.2 The Invitation may require the Prospects arrange payment of their Alumni Board financial obligation prior to their acceptance of the invitation.

3.80.5 Once the Prospect has agreed to membership on the Alumni Board and made arrangements with the Alumni Office to meet their Alumni Board financial obligation, the Dean will officially appoint the Prospect by sending the Prospect an appointment letter via mail.

3.9 A Prospect can be appointed to the Alumni Board at any time, so long as: the Dean, in conjunction with the Nominating Committee, determines that the Prospect is a good candidate for membership; and the candidate agrees to commit a reasonable level of financial support to the Alumni Association of at least \$1,000.00 per academic year, including the current academic year.

3.10 Any Alumni Board member, except for the Dean, may be removed at any time from the Alumni Board, for any reason, by a majority vote from all Alumni Board members. The Dean, after consulting with the Executive

Committee, may remove any Alumni Board member from the Alumni Board for any reason.

#### Article 4: OFFICERS

- 4.0 The Alumni Board shall have the following officers: (a) Chair; (b) Vice Chair; and (c) Secretary. The officers shall serve two-year terms. The election of the Secretary shall take place at the regularly scheduled fall meeting. If a position becomes vacant mid-term, for any reason, the Dean will appoint an interim officer to fill the remainder of the term.
- 4.1 The Chair shall be responsible for starting and closing each meeting and for setting each meeting's agenda in conjunction with the Alumni Office.
- 4.2 The Vice Chair automatically becomes the Chair at the end of his/her one-year term as Vice Chair. The Vice Chair shall take the place of the Chair if the Chair is unable to participate in a meeting or set an agenda for a meeting.
- 4.3 The Secretary shall be responsible for attending and keeping the minutes for all Board meetings and conference calls. Minutes will be distributed by the Secretary by mail, within three weeks after each meeting, to all members of the Board and the Dean. The Secretary shall automatically become the Vice Chair at the end of his/her one-year term as Secretary.

#### Article 5: ALUMNI BOARD MEETINGS

- 5.0 The Board will hold two regular meetings during the calendar year, typically in the fall and the spring. Members may not send someone to a meeting to represent them in their absence. At least one meeting will be held on the same day that the JMLS Board of Directors meets, so that the two Boards meet together over lunch. The Dean will provide notice of the meeting by mail, email or phone to each member.
- 5.1 The Alumni Office, in consultation with the Dean and the Chair, shall prepare the agenda for each regular meeting. The agenda will be distributed to all members of the Board prior to the meeting.
- 5.2 The Dean may invite guests to attend and participate in Board meetings.

#### Article 6: STANDING COMMITTEES

- 6.0 Appointment to committees shall be made by the Executive Committee and the Dean. The Board shall have the following standing committees:

6.00.1 Executive Committee – The Executive Committee shall be composed of the Chair, the Vice Chair, and the Secretary. The Dean shall attend all Executive Committee meetings.

6.00.2 Development Committee – The Development Committee shall be composed of three members, and will assist and advise the Dean and the Alumni Association in all stages of the development process.

6.00.3 Communications Committee – The Communications Committee shall have a maximum of ten members, and shall assist JMLS, the Development Committee, the Alumni Board, the Dean, and the Alumni Association with any and all communications, both oral and written.

6.00.4 Nominating Committee – The nominating committee shall have a maximum of five members and shall assist in all things related to Alumni Board membership. They shall assist the Dean in establishing and maintaining a process by which Alumni Board members are selected and appointed, assist in maintain and updating, from time to time, the Alumni Board’s Bylaws, and assure that all Alumni Board members abide by these Bylaws.

6.00.5 Ad Hoc Committees – The Executive Committee may create ad hoc committees as needed.

6.1 Committees shall meet as often as necessary for the proper conduct of its affairs. Minutes of committee meetings shall be taken at every committee meeting. Committee actions shall be reported to the Alumni Board at its next succeeding regular meeting.

#### Article 7: AMENDMENTS TO THE BYLAWS

7.0 These Bylaws may be amended or repealed, or new Bylaws adopted, at any time, by a majority vote of the Alumni Board.

7.1 Proposed amendments to these Bylaws must be submitted to both the Chair and the Dean prior to a formal vote by the entire Alumni Board.

#### Article 8: VOTING

8.0 Each Alumni Board member shall have one vote. The Executive Committee, with approval from the Dean, shall control all voting. For convenience purposes, all voting may be accomplished by any means (phone, email, meeting, secret ballot, etc.).