



## **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 assists in the advancement of both JMLS and the John Marshall Law School Alumni Association (the "Alumni Association").
- 2.1 The Board 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 Require its members to commit a reasonable level of financial support to the Alumni Association of at least \$1,000.00 per 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 Require its members to 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: MEMBERSHIP, EXPECTATIONS AND DISSOLUTION**

- 3.0 Prospective candidates for membership on the Board shall be identified by the Dean. The candidates will be officially sent an invitation to join the Board by the Dean or the Alumni Association President. Once the invitation is accepted, the Dean will officially appoint the candidates.
- 3.1 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.
- 3.2 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.
- 3.3 The Board should actively seek to reflect demographic and geographic diversity.
- 3.4 At the expiration of any term, a Board Member may be reappointed by the Dean.
- 3.5 The Dean of the law school will be an ex officio member of the Board.
- 3.6 Board members are expected to attend Board meetings and participate in Alumni and Alumni Board activities.
- 3.7 Board members are expected to assist in all efforts to involve JMLS alumni in the programs and activities of JMLS.

### **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 one-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.

- 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. The Vice Chair shall automatically become the Chair at the end of his/her one year term as Vice Chair.
- 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 Chair, in consultation with the Dean, 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 Dean, and the Alumni Association with any and all communications and shall actively promote the JMLS Alumni Network.

6.00.4 Nominating Committee – The nominating committee shall have a maximum of five members and shall recommend to the Dean a list of candidates for appointment as Alumni Board members, assist the Dean in establishing a process by which members are selected and appointed, and communicate to potential Alumni Board members the duties and responsibilities that are associated with being an Alumni Board member.

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, etc.).