

**BYLAWS  
OF THE  
MARIETTA COLLEGE  
ALUMNI ASSOCIATION  
COUNCIL  
(MCAAC)**

Approved October 13, 2022



## **Bylaws of the Marietta College Alumni Association Council**

### **Article I. Name**

The name of the organization shall be the Marietta College Alumni Association Council (MCAAC). The MCAA Council manages the Marietta College Alumni Association (Alumni Association or MCAA) which is organized by Marietta College.

### **Article II. Purpose & Goals**

MCAA - The purpose of the Marietta College Alumni Association shall be to promote unity among alumni to foster mutually beneficial relationships and connections amongst alumni dedicated to connecting, engaging and serving all Marietta College alumni and nurturing strong lifelong bonds between the College and members of the Alumni community. The MCAA does not have governance, fiduciary responsibility or authority for Marietta College.

MCAA Council - The purpose of the Marietta College Alumni Council shall be to work through and with the Office of Advancement to promote the continued well-being and excellence of Marietta College and its alumni; build upon the common bond of enthusiasm, loyalty and service of alumni and friends of Marietta College to establish a community of support for the academic, campus life, fundraising, and enrollment efforts of the College; add value to the College through service; perpetuate the intellectual, cultural and financial growth of the College; and offer alumni the opportunity for continued engagement, camaraderie, and development. The Council does not have governance, fiduciary responsibility or authority for Marietta College.

The goals of the Council shall be to:

- Affirm a commitment to private, independent higher education with an emphasis on the liberal arts in traditional, non-traditional and graduate programs.
- Provide volunteer, advocacy, and financial support to the College.
- Participate in the College's effort to recruit talented members to Council.
- Lead the development and implementation of programs that recognize alumni and friends for their outstanding personal achievements and exemplary support of the College.
- Develop and implement programs to create awareness of the MCAA among new graduates and current students and encourage them to become active alumni.
- Assist in developing effective ways for soliciting gifts from fellow alumni generating annual support from those alumni and friends.
- Initiate, encourage, and promote activities and communication amongst all alumni in conjunction with the College.

### **Article III. MCAA Membership**

All persons who attended Marietta College for at least one term, left the College in good standing, and whose entering class has graduated are members of the MCAA. Any person who has received an honorary degree from Marietta College, or any person who has been named an Honorary Alumnus/a are also members of the MCAA. All members of the MCAA shall have the privilege of attending the annual MCAA meeting and functions of the Council.

The President of Marietta College, the Vice President for Advancement of Marietta College, and the Director of Alumni Relations and Engagement of Marietta College are all ex-officio members of the MCAA.

### **Article IV. MCAA Council Membership**

### **Section 1: Council Criteria**

Membership on the MCAA Council shall take the following factors into consideration:

- Include only those who earned a bachelor's degree or master's degree from Marietta College.
- Diversity in backgrounds and areas such as graduation years, geography, gender, career, education, student involvement, etc.

Current members of the Marietta College faculty, staff, and students are not eligible to be elected members of Council as these individuals are represented by other elected bodies across campus.

Members that complete or resign their term in good standing are added to the Adkins Society in recognition of their special contributions to the College.

### **Section 2: Council Composition**

A minimum of seven (7) elected members shall serve on the Council, with no more than twenty-one (21) serving at any time. The Chair, Vice-Chair, and Secretary are included in the number of members.

Ex-officio, non-voting members of the Council include:

- President of Marietta College (or their appointee)
- Vice President for Advancement (or their appointee)
- Director of Alumni Relations and Engagement (or their appointee)

Honorary members may be added to the Council as specified in Article IV, Section 5. Honorary members are elected for a specified term of one year, and are not eligible to vote.

### **Section 3: Duties and Responsibilities.**

- Attendance: Although professional, personal, or family commitments may periodically conflict, members are expected to make a concerted effort toward attending all meetings.
- Awareness: Be a committed, informed, and positive ambassador of the College.
- Engagement: While meeting attendance is an initial step, active participation is what is truly sought – not only in the context of periodic meetings, but also throughout the year with events, reunions, solicitations, recruitment, and similar alumni activities. In Council meetings, members are expected to ask questions, share thoughts, accept assignments, identify potential alumni volunteers, leaders, and leadership gift prospects, and serve the College.
- Representation: The Council will represent the MCAA in regard to interaction with the College. Interaction with the Board of Trustees, President, and College Employees will occur in coordination with the Office of Advancement.
- Giving: The Council and the College fully recognize that alumni have varying financial capacity to donate. However, it is expected that all members of the Council set an example and make an annual contribution to the Marietta Fund and it is greatly appreciated by the College that members participate in giving events, including, but not limited to Day of Giving, Giving Tuesday, special campaigns, and restricted donations.
- Personal conduct: As volunteers of the College, Council members agree to abide by the: Volunteer Code of Conduct, Conflict of Interest, Sexual Harassment and Discrimination Policies, and all policies that the College may add or modify over time that require a standard of personal conduct expectation on volunteers.

### **Section 4: Committees.**

Committee leadership and membership shall be appointed by the Chair in conjunction with the Vice Chair and Secretary. Standing Committees include:

- Executive Committee – The Executive Committee shall consist of a Chair, Vice-Chair, Secretary, the Vice President for Advancement (non-voting), Director of Alumni Relations and Engagement (non-voting), and Committee Chairs. The Executive Committee shall be, and is hereby vested, with all the powers and duties of the Council between Council meetings. The Executive Committee shall be expected to exercise sound discretion in determining those matters which should and can reasonably be postponed until the next meeting of the Council. The Executive Committee shall guide the direction of the MCAA and manage its activities with the endorsement of the Council.
- Engagement – The Engagement Committee heightens awareness of the College by sharing news with alumni in an accurate, consistent, and timely manner, promotes College events among alumni, maintains (and regularly updates) a set of College-related talking points and shares those with alumni, and helps to create a favorable public opinion of the College and alumni. The Alumni Engagement Committee works with the Office of Alumni Engagement on outreach and programs, including but not limited to partnerships with Admissions, Academic Affairs, Career Center, and regional engagement. All communications, regardless of media or delivery platform, shall be coordinated with the Office of Alumni Engagement before release by the Council.
- Nominations – The nominations committee works with the Office of Advancement to identify potential new Council members. All potential new members of the Council will be reviewed by the Office of Advancement prior to being contacted and voted upon at the Spring meeting.
- Awards – Based on stated award criteria and through outreach to all College constituents, this committee annually collects and submits nominations for candidates of the College awards to the Vice President for Advancement and Director of Alumni Relations and Engagement. All candidates for Alumni awards will be reviewed by the Office of Advancement in advance of committee vetting, selection and vote. All Alumni awards will be reviewed and approved by the President through discussion by the Cabinet.
- Development – The Development Committee works with the Office of Alumni Engagement on achieving development goals, including but not limited to: Alumni Participation, MCAA Giving, Day of Giving, and The Marietta Fund, etc.
- Other ad-hoc committees will be established on an as-needed basis by the Executive Committee.

#### **Section 5: Council Selection.**

- Nominations for members are submitted normally before December 31st for consideration at the Spring meeting, in a method outlined by the Nominations Committee.
- Nominees will be evaluated for eligibility by the Office of Advancement prior to election.
- The Nominations Committee will conduct interviews to develop a nomination list and complete profiles.
- The Nominations Committee will submit a list of eligible proposed candidates to the full Council for election during the Spring meeting. Terms begin at the start of the fiscal year, July 1.
- Honorary Members (non-voting) may be nominated by any Council member to support or fulfill needs on the Council (may be general or specific in nature). At a regular or special meeting, an honorary member may be added by a majority affirmative vote of eligible members, a quorum being present.

#### **Section 6: Limit of Service.**

- Members of the Council shall serve a term of three (3) years, with a maximum election of two terms in succession, for a total not to exceed six (6) years. Members may also serve two terms that are not in succession. Should a member be elected to serve as Vice-Chair/Chair/Secretary, an additional one-year extension may be granted to fulfill the leadership role.

- All members serve at the pleasure of the Council and may be removed as outlined in Article VI, Section 2. Reasons may include, but not be limited to, legal, ethical, or behavior and conduct issues considered detrimental to Marietta College, its trustees, employees, and students.
- Any member may resign their membership to the Council by contacting the Council Chair and Vice President for Advancement/Director of Alumni Relations and Engagement. Resignation from the Alumni Council must be in writing and will be shared with the Executive Committee of the Council as soon as possible.

All Council members agree to sign Marietta College’s Volunteer Code of Conduct form to be eligible for service. Members unwilling to sign the form agree to resign their position.

## **Article V. Council Meetings**

### **Section 1: Type**

Meetings can be held in-person, virtually or via teleconference, as deemed appropriate by the officers. Reasonable accommodations should be made to remotely include all members when unable to attend in-person.

### **Section 2: Frequency**

- MCAA Meeting – There shall be one Annual Meeting of the MCAA each year on a date determined by the Council, most likely associated with Homecoming. Special meetings of the MCAA may be called at the discretion of the Council or upon written request to the Council by fifty (50) members of the MCAA.
- The Council shall meet three (3) times each year, and for special purposes as required. Two of these meetings typically occur in-person in October (Homecoming), and May (Commencement). The winter meeting is typically virtually or via teleconference. . Additional meetings may be called at the discretion of the Chair or upon written request to the Chair of five (5) voting members of the Council.
- Executive Committee – There shall be a minimum of two (2) regular meetings of the Executive Committee each year. Additional meetings of the Executive Committee may be called at the discretion of the Chair or upon request of at least two (2) members of the Executive Committee.
- Other Standing Committees and Ad hoc Committees shall be called at the discretion of the Chairperson(s) or upon request of the Chair of the Council.

### **Section 3: Quorum**

A quorum shall consist of fifty percent + 1 of voting members. If a quorum is not present, no official business can be conducted (e.g., elections, voting on awards or new members, by-law approvals, etc.), but an informal meeting can proceed. In the event of a tie vote at any meeting, with the exception of election of officers, the Chair shall cast the deciding vote, provided they have not already voted.

### **Section 4: Materials Preparation**

Meeting materials shall be prepared in advance by the Executive Committee and provided to Council members in a timely manner, including agenda and timing of topics. Materials germane to the meeting shall be provided by the Office of Advancement, through the College’s normal budgeting process.

### **Section 5: Open Meetings/Executive Sessions**

Summary of Council meetings shall be made available to the Marietta College community. In special circumstances the Chair may call for an executive session. Voting members of the Council may also call for an executive session with a simple majority vote. Robert’s Rules of Order, as last revised, shall govern the proceedings of all meetings.

### **Section 6: Special Meetings**

Special meetings and elections of the Council may be called by the Chair, a majority of the Executive Committee, or written petition of five (5) members of the Council directed to the Chair or Vice President

for Advancement. No special meeting shall be called without written notice, and such notice shall state the place, hour of the meeting and the general purpose(s) for which it is called and no other business shall be transacted at the meeting. Such notice shall be given to each member not less than seven (7) days before the meeting.

## **Article VI. Grievances and Removal**

### **Section 1: Grievances**

Members are expected to conduct themselves in a respectful manner at all times. All should be receptive to constructive feedback from others and work together to address differences in the general interest of the Council.

In the event an officer or member is negligent or causing disruption, the following process should be followed to address:

- Members provide feedback in writing to the Council Executive Committee to determine if the situation warrants further escalation; if the member in question is an officer, feedback should be provided to the Vice President for Advancement and/or Director of Alumni Relations and Engagement and the College will complete the review.
- If valid reason(s) are present for a member, the Council Chair, along with the Vice President for Advancement, should engage the member to allow for dialogue and a remediation plan to be implemented, if appropriate.
- If after the remediation plan the offenses have not changed, the removal process will be initiated.

### **Section 2: Removal**

After an unsuccessful remediation plan, or if remediation is not appropriate, a removal proposal will be crafted among the officers and Office of Advancement to be shared with the entire Council. At a regular or special meeting, a Council member may be removed by a two-thirds affirmative vote of eligible members present, a quorum being present.

## **Article VII. Officers**

### **Section 1: Officer Elections**

The officers of the Council shall be: Chair, Vice-Chair, and Secretary. The election of the Chair, Vice-Chair, and Secretary of the Council shall be held at the Spring meeting with terms starting on July 1. Officer Elections shall occur through an open call for nominations, by the Nominations Committee, who will be responsible to collect the nominations, supporting information and disseminate this information, as appropriate to the full Council for voting.

### **Section 2: Terms**

The term of officers shall be for one (1) year, with the option to hold that office through election for a maximum of two (2) terms. No one may hold the same officer role for more than two (2) years, even if there was a break in service as a member of the Council.

### **Section 3: Officer Vacancies**

If and when the Chair may be unable to perform such duties, or if the position is vacated temporarily, the Vice-Chair shall preside. If an officer vacates the position mid-term, a special election will be held to fulfill that remaining term period. If the Council is unable to elect a new officer, the VP of Advancement may appoint an interim until one can be elected. No person may hold more than one officer role at a time.

If a special election is needed to fill a vacancy for officers, the Nominations Committee will work with the Office of Advancement to facilitate the process. Interim officers will complete the unexpired term for the individual they are replacing.

### **Section 5: Minimum Officers to Perform Functions of the Council**

It is important that the Council have a complete slate of officers to function as an effective organization for the College. In the unlikely event that the Council is unable to fill all three officer roles prior to the start of the new term year the Office of Advancement will work with the Council members to move the process forward to satisfy this requirement until officer roles are filled.

## **Article VIII. Duties for Officers**

### **Section 1: Chair**

The Chair of the Council shall preside at Council Meetings, call special meetings and perform other duties as the office may require, which can include attendance at campus and College functions.

The Chair shall call all meetings of the MCAA and the Council as provided herein and shall preside at all such meetings. The Chair shall be an ex-officio member of all committees. The Chair in coordination with the Vice-Chair and Secretary shall appoint Chairpersons of the Standing Committees.

The Chair shall work with The Executive Committee to set any budgets or financial requests at the outset of the year, and will work with the Vice President of Advancement/Director of Alumni Relations to make those requests through the college's normal budgeting process.

### **Section 2: Vice Chair**

The Vice-Chair of the Council shall preside at all functions and perform all duties in the absence of the Chair. The Vice Chair will perform such other duties as may be assigned by the Chair and the Council.

### **Section 3: Secretary**

The Secretary shall be responsible for full and true minutes of all meetings of the MCAA and Council, meetings of the Executive Committee, and special meetings. The Secretary shall be the custodian of all documents committed to the Secretary for care and partner with the Office of Advancement to determine proper storage. As appropriate, the Secretary may utilize audio equipment to capture meeting minutes. The Secretary will also work with the Chair and Vice Chair as an Officer of the Council, responsible to assist in goal setting and planning.

### **Section 4: Establishment of Goals and Priorities**

The Officers along with the Office of Advancement staff, shall develop goals and priorities for the Council aligned with the College's goals and priorities. Committees will develop annual action plans to achieve goals.

## **Article IX. Interaction with College**

The Council shall be publicly supportive of Marietta College, its President, College leadership, and the Board of Trustees. The Council is required to follow all directed and required policies and procedures appropriate for groups, and individuals acting under the auspices of Marietta College (e.g., Volunteer Code of Conduct, Title IX guidance). The College, in partnership with the Council, sets the ultimate direction of the Council and has the authority, as necessary, to disrupt activities or goals, remove members, or modify direction when the College believes the Council is not acting in alignment with its Mission.

## **Article X. Finances**

### **Section 1: Dues/Contributions**

There shall be no dues to be a member of the MCAA or Council. Elected members shall not receive any compensation for their services in such capacity. Solicitation of funds by the Council or MCAA shall be subject to the approval of the Vice President for Advancement.

## **Section 2: Financial Support**

The Council through its Chair, should present requests for financial needs to the Office of Advancement annually. The budget requests are subject to review and approval by the CFO of the College. In addition, such requests for financial support may require approval of the Finance Committee of the Board of Trustees, as determined by the CFO together with the Vice President for Advancement.

### **Article XI. Alumni Awards**

The Council, through the Awards Committee, has the responsibility to recommend candidates for the following Alumni awards in recognition of accomplishments or service to the College. The President of the College has the final decision in award recipients. More details about each award can be found in the Appendix A.

- Hall of Honor Membership
- Distinguished Alumni Award(s)
- Outstanding Young Alumni Award(s)
- Honorary Alumni Award(s)
- Liz Tribett MCAA Service Award

### **Article XII. Amendments**

These bylaws may be amended, repealed or added-to, and new bylaws, not inconsistent with the purposes described herein, may be adopted at any meeting of the Council by a two-thirds affirmative vote of members, a quorum being present.

Any meeting of the members at which bylaws are to be amended, repealed or added to, or new bylaws are to be adopted, shall include prior notice of such proposed action. Members will be made aware of any proposed bylaw changes at least fourteen (14) calendar days in writing in advance of a meeting.

Amendments to the by-laws may be proposed by members of the MCAA, the Council, the Office of Advancement, or the College President.

All bylaw changes must be approved by the Board of Trustees prior to being enacted.



## **Appendix A. Marietta College Alumni Association Awards**

The Council has the responsibility to nominate, review, and present several alumni-oriented awards, which recognize distinguished accomplishments and commend their dedication and service to Marietta College.

Nominations can be made by online submission, providing all relevant information requested on the Nomination Forms, and augmented by the College's information base utilizing the process outlined in Section 3, committee descriptions. In conjunction and coordination with the President of the College, final approval and notification of awards will be made as quickly as possible, and awarded at Homecoming, Commencement, or as otherwise appropriate.

Description of each award follows:

- **Award Name: Hall of Honor**

Summary: The Hall of Honor celebrates the most outstanding accomplishments of Marietta College alumni. Members of the Hall of Honor exemplify extraordinary characteristics that reflect the very best of the Marietta experience by their outstanding accomplishments in their profession, service to the College, service to their community and/or contribution to humanity.

Qualifications: Induction into the Hall of Honor is the highest honor bestowed by the Marietta College Alumni Association in recognition of outstanding achievement in one or more specific areas. Individuals inducted into the Hall of Honor shall have any or all of the following: identifiable leadership roles, ongoing support of the College, involvement in the community, interests and accomplishments outside the area of specialty and/or an identifiable impact on individuals, the community, the College, region, state, country or the world.

- **Award Name: Distinguished Alumni Award**

Summary: Distinguished Alumni Award shall be presented to alumni who have achieved significant accomplishments, have made outstanding contributions in their field and/or have distinguished themselves through service to their community, state, or nation.

Qualifications: Any member who meets the MCAA membership criteria qualifies for consideration. Nominees should be out of college for a minimum of 15 years. The recipient should have identifiable career and community accomplishments and/or excellence in his/her specific professional field or endeavor. By virtue of this alumnus' accomplishments, they have contributed to the increased value of the Marietta education.

- **Award Name: Outstanding Young Alumni Award**

Summary: Outstanding Young Alumni Award shall be given to alumni, graduated 15 years or less, who have significant accomplishment in business or professional life and/or have rendered outstanding service to the College or its Alumni Association.

Qualifications: Any member who meets the MCAA membership criteria qualifies for consideration. Nominees should be out of college less than 15 years. The recipient should have identifiable career and community accomplishments and/or excellence in his/her specific professional field of endeavor. By virtue of this alumnus' accomplishments, they have contributed to the increased value of the Marietta education.

- **Award Name: Honorary Alumni Award**

Summary: Honorary Alumni Award shall be given to individual(s) who is/are not an alumnus/a, but who has exemplified specific and meritorious service on behalf of Marietta College.

Qualifications: The recipient has attained significant recognition in their professional or personal work and embodies the values, ideals and potential of alumni of Marietta College. Their accomplishments are exceptional and further Marietta's mission.

- **Award Name: Liz Tribett Service Award**

Summary: MCAA Service Award shall be presented to anyone in the Marietta College community considered by the MCAA to be deserving of recognition for service to the College.

Qualifications: The recipient has rendered significant service to Marietta College and embodies the values and ideals of Marietta College. Their accomplishments are exceptional and further Marietta's mission.