

**CONSTITUTION & BY-LAWS**  
of the Appalachian School of Law's  
Alumni Association

Revised & Adopted 13 August 2020

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**ARTICLE I – NAME**

The name of this organization shall be the Appalachian School of Law Alumni Association, hereinafter referred to as the "Alumni Association." The Alumni Association shall maintain an office and be headquartered at the Appalachian School of Law (ASL), hereinafter referred to as the "Law School," in Grundy, Virginia 24614.

**ARTICLE II – MISSION**

The Alumni Association's mission is to foster a sense of unity and collegiality among ASL alumni, to support current and future Alumni in their endeavors, and to seek Alumni involvement and support in the continued success of the Appalachian School of Law.

**ARTICLE III – MEMBERSHIP**

The Alumni Association shall consist of two categories of members: (a) Members and (b) Associate Members.

- (a) General Membership. All graduates of the Law School shall be inducted as lifetime members upon their commencement. However, the Alumni Association shall be led by a Board of Directors, elected to term positions from the General Membership populous.
- (b) Associate Membership. This category of membership is reserved for those who are not graduates of the Law School, but nevertheless support, and have a desire to be affiliated with, the Alumni Association. These members are considered to be "Friends of the Alumni Association." To be considered for Associate Membership, the candidate shall be nominated in writing by any General Member. The Board of Directors must confirm the nomination by a simple majority.

**ARTICLE IV – BOARD OF DIRECTORS**

The Board of Directors shall be composed of sixteen (16) members, with fourteen (14) of those members having voting privileges. The Board of Directors is responsible for managing the operational affairs of the Alumni Association.

(a) Composition.

1. Executive Committee. The Board of Directors shall be led by four (4) Executives: President, President-Elect, Treasurer, and Secretary. The President-Elect and Secretary shall be elected from the General Membership annually. At the end of the President-Elect's term, s/he assumes the office of the President. To ensure continuity and institutional knowledge, the Treasurer shall be elected from the General Membership triennially.
  2. Directors. The Board of Directors shall be composed of ten (10) individuals elected from the General Membership pool. Each Director, with exception of representatives from the charter and most recent graduating class, shall be elected to a term of three (3) years.
    - One (1) of the ten (10) Directors shall be elected from the graduating class by his/her classmates for a one (1) year term.
    - One (1) of the ten (10) Directors shall be a representative of the Charter class (2000), so long as there are qualified candidates still therein. The Charter member's term is not limited.
  3. Student Representative. The sitting Student Bar Association President, or his/her delegee, shall serve as a *non-voting* member on the Alumni Association's Board of Directors. The student representative shall serve as the official liaison between the Alumni Association and the student body.
  4. Director of Alumni Relations. The Law School's Director of Alumni Relations shall serve as the official liaison between the Alumni Association and the Law School. The Director of Alumni Relations is a *non-voting* member on the Alumni Association's Board of Directors.
- (b) Nominations. The Director of Alumni Relations shall solicit and collect nominations for Directors from the General Membership pool no later than the first (1st) Monday in June. The Directors reserve the right to submit a nomination slate to the Director of Alumni Relations.
- (c) Elections. The Director of Alumni Relations shall distribute election ballots electronically to the entire General Membership pool no later than the third (3rd) Friday of June. Newly elected Directors assume office on 1 July.
- (d) Vacancies. All vacancies on the Board of Directors, to include the Executive Committee, shall be filled by a simple majority vote.

- (e) Removal from Office. If a Director misses three (3) meetings, the Board of Directors may request that Director show good cause for his/her absence. The Board may, in its discretion, involuntarily remove a Director who has been absent three (3) or more meetings without good cause shown from office by a simple majority vote.

#### **ARTICLE V – EXECUTIVE COMMITTEE**

The Executive Committee of the Alumni Association shall be composed of four (4) members: the President, President-Elect, Treasurer, and Secretary. Each member of the Executive Committee is a voting member.

- (a) President. It shall be the duties of the President to:
1. Preside, and serve as a voting member at, all meetings of the Alumni Association;
  2. Ensure the Bylaws, rules and regulations adopted by the Board are enforced;
  3. Appoint all committee chairs for the same term for which the President has been elected;
  4. Serve as a nonvoting ex-officio member of all committees;
  5. Serve as Chairman of the Board of Directors and of the Executive Committee;
  6. Represent the Alumni on the Appalachian School of Law Board of Trustees;
  7. Induct all graduating members into the Alumni Association at commencement.
- (b) President-Elect "Vice President." It shall be the duties of the President-Elect to:
1. Assume all duties of the president in the absence of the President;
  2. Serve as member of the Executive Committee;
  3. Attend and serve as a voting member at all meetings of the Alumni Association.
  4. Automatically become President at the end of the term of the previous President.
- (c) Treasurer. It shall be the duties of the Treasurer to:
1. Keep and maintain an accurate accounting of the Alumni Association's fiscal assets;
  2. Deposit and disburse funds of the Alumni Association as ordered by the Board of Directors;
  3. Report the general financial condition of the Alumni Association at its regular meetings;
  4. Serve as a member of the Executive Committee.
  5. Attend and serve as a voting member at all meetings of the Alumni Association.

- (d) Secretary. It shall be the duties of the Secretary to:
1. Keep an accurate record of all the proceedings of the Board of Directors;
  2. Produce the necessary documents to carry on the normal correspondence of the Association;
  3. Serve as a member of the Executive Committee;
  4. Attend and serve as a voting member at all meetings of the Alumni Association.

## **ARTICLE VI – MEETINGS**

The Alumni Association's Board of Directors shall meet at the behest of the President, but at minimum bi-monthly. Meeting minutes, once approved by the Directors, shall be distributed electronically to the General Membership populous.

- (a) Format. Because Alumni members are geographically separated, all Alumni Association meetings will take place virtually in an online video-format (i.e. Zoom).
- (b) Annual Scheduled Meetings. The final meeting of the Alumni Association shall be held the Friday evening of commencement. The first meeting of the Alumni Association shall be held the first week of July.
- (c) Notice of Meetings. The President shall announce and provide a schedule for all future meetings at the Board of Director's first meeting in July. Thereafter, the Secretary shall publicize this schedule on the Alumni Facebook page. The Secretary will post a reminder of the next Alumni meeting on the Alumni Facebook page.
- (d) Procedure. When not otherwise contradicted by these by-laws, Robert's Rules of Order shall be the governing authority for all Board of Director meetings.
- (e) Quorum. A quorum exists when at least two (2) members of the Executive Committee and three (3) members of the Board of Directors are present.

## **ARTICLE VII – STANDING COMMITTEES & TASK FORCES**

The Alumni Association shall be composed of the following standing-committees: Executive; Outreach; Fundraising; and Circle of Past Presidents. The President shall reserve the power to create Task Forces and ad-hoc committees, as s/he deems appropriate. Standing-committees are best utilized to accomplish long term goals of the Directors. Task Forces are effectively utilized as a means to accomplish short term, interim goals. Chairpersonship of a Committee and Task Force is a position of leadership and should be viewed as a testament to the President's faith in that person's ability to accomplish the mission. Committee and Task Force Chairs should be prepared to brief at each meeting. The following committees are established by this doctrine:

- (a) Executive Committee. The Executive Committee shall consist of the President, President-Elect, Treasurer and Secretary. It shall prepare a budget, draft goals and objectives for the term, and notify the Board of Directors and General Membership of meetings.
- (b) Outreach Committee. The Outreach Committee's mission is to network and foster relationships with all alumni, to include future members. This Committee is responsible for providing a recommendation to the Directors of graduation gifts to new alumni.
- (c) Fundraising Committee. The Fundraising Committee is responsible for growing the Alumni Association's assets. This Committee is encouraged to recommend projects that reflect the Law School's mission and heritage.
- (d) Circle of Past Presidents. The Circle of Past Presidents shall be composed of the most recent five past Alumni Association Presidents. This is an advisory committee designed to ensure the Association's continued success through strong leadership, institutional knowledge, and continuity. The members of this Committee are not endowed with voting rights, but should nonetheless be invited to every meeting of the Directors.

#### ARTICLE VIII – AMENDMENTS

This Constitution & By-Laws may be amended at any time by a majority vote of the Alumni Association's Board of Directors. Once the Board of Directors approves the amendment, the Appalachian School of Law Board of Trustees must ratify it.

Adopted unanimously by the Alumni Association Board of Directors on August 13, 2020.

Ratified by the Appalachian School of Law Board of Trustees on September \_\_\_, 2020.



Phillip L. Blevins  
President, Alumni Association

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Jerry W. Kilgore  
Chairman, Board of Trustees