



CLARKS SUMMIT UNIVERSITY
AND BAPTIST BIBLE SEMINARY

ALUMNI ASSOCIATION
CONSTITUTION AND BY-LAWS

ARTICLE I—NAME

The name of this Association shall be CLARKS SUMMIT UNIVERSITY & BAPTIST BIBLE SEMINARY Alumni Association.

ARTICLE II—PURPOSE

The purpose of this Alumni Association will be to promote a unified fellowship among the Alumni family and to foster the interests and advancement of the school toward the achievement of serving students by preparing them for lives of significant service for the cause of Jesus Christ in a variety of ministries and careers to the glory of God by: 1) prayer and personal involvement, 2) financial support and student recruitment, 3) godly and consistent representation of the school before the public, and 4) communication through the Alumni Executive Council to the Administration and Board of Trustees in matters of mutual concern for maintaining the welfare of CLARKS SUMMIT UNIVERSITY & BAPTIST BIBLE SEMINARY .

ARTICLE III—BASIS

The doctrinal basis of the Association shall be the Confession of Faith of CLARKS SUMMIT UNIVERSITY & BAPTIST BIBLE SEMINARY.

ARTICLE IV—MEMBERSHIP

There shall be three kinds of membership in the Alumni Association: voting, associate, and honorary.

- A. **VOTING MEMBERS** —All graduates of CLARKS SUMMIT UNIVERSITY & BAPTIST BIBLE SEMINARY and all who have satisfactorily completed at least twelve credit hours in either division of the school, with the exception of students who are currently enrolled in the college division, shall constitute the voting membership.
- B. **ASSOCIATE MEMBERS**—Spouses of alumni and those who have taken less than twelve credit hours shall constitute the associate membership.
- C. **HONORARY MEMBERS**—Those who serve on the Board of Trustees, administration, and faculty of the school shall constitute the honorary membership.

ARTICLE V—GOVERNMENT

- A. **Leadership**—The leadership of CLARKS SUMMIT UNIVERSITY & BAPTIST BIBLE SEMINARY Alumni Association shall be vested in a group to be known as the Alumni Executive Council; at least two of these shall be women. Nine members of the Alumni Executive Council will be elected to serve for a term of three years and may be re-elected to serve for one additional term. Any Alumni Executive Council members completing two consecutive terms shall be ineligible for re-election for one year. In addition, up to three (3) individuals will serve on the council for the length of one year. They may not be appointed more than three times. The Council shall function in cooperation with the Alumni Department who are ex-officio members of the Alumni Executive Council.

During the Bible Conference/ Alumni Week, the Alumni Executive Council will select annually, from among themselves, the following officers: President, Vice-President, and Secretary.

Should the office of President be vacated, the Vice-President shall fill the vacancy. In the event an Alumni Executive Council member resigns or is removed from the council before their term is up, the Alumni Executive Council has the right to appoint an alumnus of their choice to that position to fill the unexpired term. The appointee would be eligible for two complete terms after the term they are filling is complete.

The Nominating Committee shall consist of the Alumni Executive Council. Nominees for the Executive Council shall be selected by the Alumni Executive Council. They will then be voted on from among the graduates of CLARKS SUMMIT UNIVERSITY OR BAPTIST BIBLE SEMINARY.

B. Duties of Officers:

1. **PRESIDENT**—Chair the meetings; give leadership; delegate responsibilities to Council members as needed to fulfill the objectives of the meeting and the Association; maintain communication with the Alumni Office of the school and be present to report at the Alumni meeting.
2. **VICE-PRESIDENT**—Be acquainted with, and prepared to assume, the duties of the President in his absence or should the office become vacant, and assist the president in the endeavors of the Association.
3. **SECRETARY**—Record, duplicate, and distribute the minutes to all members of the Council.

C. Election of Executive Council Members:

The Alumni shall elect from its membership by ballot those who will serve on the Alumni Executive Council.

D. Method of Nomination and Election:

1. At the annual summer council meeting, nominations will be made to replace those council members whose terms have expired. Names of council members who are eligible for re-election should be made known.
2. Beginning with the name that receives the highest number of votes, the Alumni Department will contact those who have been nominated to determine their willingness to serve.
 - a. No name shall be excluded from nomination unless the nominee prefers NOT to have his/her name placed on the ballot, or unless the name in question is ruled ineligible by his/her failure to meet scriptural qualifications.
3. The nomination committee shall attempt to place more names on the official ballot than are required to fill the offices to be vacated.
4. The nominating committee, which is the Alumni Executive Council, shall prepare an official election ballot to be posted on the alumni website. The date by which the election ballot must be cast will be clearly stated. Results of the elections will be announced at the annual meeting held in October.

E. Meetings—Meetings of the Executive Council shall be held at least three times a year:

1. At the Bible Conference / Alumni Week or designated fall date
2. At mid-winter—in conjunction with the Board of Trustee meeting or designated winter date
3. In early summer

Special meetings may be called by the Vice President for Alumni and External Relations or the Executive Council President.

F. Quorum—Four members of the Council shall constitute a quorum.

ARTICLE VI—ASSOCIATIONAL MEETINGS

The annual meeting shall be held during the Annual Bible Conference / Alumni Week. Those of the voting membership present shall constitute a quorum provided there are at least thirty individuals. They shall have the authority to transact business.

ARTICLE VII—AWARDS

A. **SERVICE AWARDS**—Each of the Alumni family may participate in the selection of a graduate, or graduates, to receive the Alumnus of the Year Award and the Outstanding Service Awards. These awards are presented to an individual or individuals who “have completed at least ten years of faithful and profitable Christian service.” The Alumni Executive Council reserves the right to revoke an award if they feel the recipient no longer meets the award requirements or discredits the cause of Christ.

B. **KEN & ELEANOR MOSHER ALUMNI SCHOLARSHIP**—Awarded each academic year in the spring semester to student(s) who are completing their junior year and who are a son/daughter or grandson/granddaughter of a graduate. Each applicant must fill out a form available through the Financial Aid Office. Award winners are selected by the Alumni Office Staff in conjunction with the Executive Alumni Council based on evidence of academic achievement and promise of being a profitable Christian worker. Funds are made available to students by alumni through contributions to the Alumni Scholarship Fund.

C. **ALUMNI MERIT AWARDS**—Presented to students in their junior year who are NOT children or grandchildren of alumni. They must meet criteria in areas of financial need, outstanding Christian character, and academic potential. Each applicant must fill out a form available through the Financial Aid Office. They must also receive two written recommendations from members of the Alumni Association. The students’ recommendations will be validated by their active participation and meaningful contribution to their local churches. Funds are made available to students by alumni through contributions to the Alumni Scholarship fund.

- D. **Alumni Christian Ministry Awards**—In an effort to recognize current students who are faithfully involved in practical Christian work, a plaque and a Bible are given to these students each spring during the college awards chapel. Award winners are selected by the Alumni Office staff and the School of Global Ministries of the College in conjunction with the Executive Alumni Council. The Alumni Executive Council President, or his designee, makes this presentation.

BY-LAWS

ARTICLE I—FINANCE

All finances shall be handled through the CLARKS SUMMIT UNIVERSITY Business Office. Yearly goals for the Association shall be established by the Executive Council and the Alumni Department. Methods of fund-raising shall not violate policies established by the Board of Trustees of the college.

ARTICLE II—PROCEDURES

All business shall be transacted according to *Robert's Rules of Order*.

ARTICLE III—SERVICES

The association, through the Alumni Department and with the assistance of its Alumni Executive Council, shall provide such services as are deemed useful in promoting its purpose:

1. Periodic Publications
2. Annual Bible Conference / Alumni Week Events
3. Class Reunions
4. Regional Connections
5. Career Services - to assist the alumni in finding places of employment
6. Fund Raising
7. Alumni tours and ministries

ARTICLE IV—AMENDMENTS

The Constitution and By-Laws of the Association may be amended at any annual meeting of the Association provided that a copy of the proposed amendment be in the hands of the active membership on or before the third week preceding the annual meeting. If a majority vote is secured, it shall immediately become part of the Constitution or By-Laws.