

CONSTITUTION

Article I: NAME

The name of this organization shall be The United Lutheran Seminary Alumni Association (TULSAA).

Article II: PURPOSE

The purpose of this association shall be to encourage a closer relationship of former students with each other and with the Seminary; to foster the area of continuing education among alumni; to promote the welfare of the Seminary including financial support; and to serve as a liaison between the seminary administration and the alumni constituency.

Article III: MEMBERSHIP

Section A: The membership of this association shall consist of two categories: Alumni and Honorary.

Section B: Alumni shall be those who have graduated from or who have engaged in study at the Seminary and all predecessor bodies.

Section C: Honorary members may be elected by a two-thirds majority vote of the alumni association board. They shall be persons presently ineligible for active membership who have by outstanding commitment, leadership, and/or teaching made a significant contribution to the Seminary. They shall have all the rights and privileges of alumni.

Article IV: AMENDMENTS AND BY-LAWS

Section A: Amendments to this constitution shall be presented in written form and offered at any regular meeting of the Association by at least five members of the Association, but shall not be voted on until the next regular meeting. A two-thirds vote of those present and voting shall be necessary to adopt.

Section B: Amendments to this constitution may be presented by the Alumni Board at any regular meeting of the Association for adoption at that meeting by a two-thirds vote of those present and voting.

Section C: Bylaws may be adopted and may be amended by a two-thirds vote of those present and voting at any regular or special meeting of the Association.

BYLAWS

Section A: ALUMNI BOARD

1. There shall be a board of the alumni association composed of 21 alumni with alumni representing each geographical campus and distance learning community. Such affiliation to a geographical campus or distance learning community may be by self identification. Membership of the board to include no more than 2 persons from any one synod and/or judicatory (geographically). Representation should be encouraged from all programs of study, programs of service, and denominations.

2. Members of the Board shall be elected by electronic ballot to be ratified in person by the Board at the meeting in the Spring nearest Commencement.

Drafted and Recommended by Committee: 12.4.17 6:00pm

Edited and Submitted by Joint Alumni Group: 9.25.18

Accepted by LTSG and LTSP Alumni Associations: Spring 2019

Updated and Approved by TULSAA Fall 2021

Updated 1.26.24 by TULSAA Executive Committee

Updated 3.1.24 by TULSAA Board

Accepted by ULS Alumni Association 4.24.24

3. Nominations will be solicited by an *ad hoc* committee of the Board and distributed with a full four weeks of open voting. A mailed ballot will be provided for alumni who do not have access to electronic voting upon request by the alumnus/alumna.
4. Members shall be elected to staggered three-year terms. Members shall serve no more than two full consecutive terms beginning June 1.
5. A Board organizational meeting shall be held after June 1 of each year.
6. Vacancies occurring on the Board shall be filled by appointment of the Board for the remainder of the unexpired term. Such service does not preclude eligibility for a full two consecutive terms.
7. The Board shall meet at least four times per calendar year. Special meetings may be called by the president with the approval of the Executive Committee. For special meetings a five day notice shall be given to all members of the Board. For both regular and special meetings those members present shall constitute a quorum.
8. The president of the Seminary shall be an *ex-officio* member of the Alumni Association and the Board, or may designate a representative to meetings of the Board and Association. In both cases, the president of the seminary and/or their designee will be extended the privilege of voice but not of vote.

Section B: OFFICERS

1. Officers of the Association shall be: President, Vice-President, and Secretary.
2. The President of the Alumni Association shall perform all duties as pertains to the office and shall oversee the population of all committees as necessary. The President of the Alumni Association shall serve as the *ex officio* representative to the Board of Trustees of United Lutheran Seminary.
3. The Vice-President shall perform the duties of the office of the president in the president's absence or inability to act.
4. The Secretary shall perform the duties of the office; and oversee the communication of the Board to the Association and wider Seminary community.
5. The officers and member at-large shall be elected by the Board to terms of two years. The President and member at-large will be elected on odd-numbered years; the Vice-President and Secretary will be elected on even-numbered years. No Executive Committee members may serve more than two consecutive terms in the same office. A period of two years must be taken between offices served.

Section C: MEETINGS OF THE ASSOCIATION

1. Semi-annual meetings of the Association shall be held on geographical campuses in conjunction with Spring and Fall convocations and/or Commencement. The seminary will provide electronic means for alumni at a distance to access the meeting.
2. Special meetings may be called by the President of the Association with the approval of the Executive Committee and only such business as is related to the designated purpose of the special meeting shall be transacted. At least one month's notice of special meetings shall be given to all Alumni and include the designated purposes. Fifteen

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members of the wider association (not board members) present either in person or electronically shall constitute a quorum.

Section D: PRIVILEGED INVITATIONS

1. The following Seminary staff persons may be invited to regular and/or special meetings of the Board and Association and granted the privilege of voice but not of vote:
 - A. Directors of Alumni Relations
 - B. Advancement Officers
 - C. Operating Officers
 - D. Director of Life-Long Learning
 - E. Other staff as needed.
2. Such invitees shall provide staff support in facilitating meetings and events of the Association and Board.

Section E: STANDING COMMITTEES

1. There shall be five committees of the Board: Executive Committee, the Committee for Engaging Students, the Committee for Continuing Education, the Committee for Engaging Alumni, and the Committee for Alumni Recognition
2. There shall be an Executive Committee of the Alumni Association composed of the three board officers, the President of the Seminary (or representative thereof), and one board member at-large elected by the board. At the invitation of the Executive Committee, the VP of Advancement (or representative thereof) shall also attend in a consultative role.
 - A. Duties of the Executive Committee shall include:
 1. Preparing the agenda of the regularly scheduled Board meetings.
 2. Approving the call for special meetings of the Board and/or the Association.
 3. Acting upon matters relating to the Association or the Board requiring attention between meetings, with such actions in accord with the established procedures and policies.
 4. In the event the office of President becomes vacant, the Vice President succeeds to the role of President. The Executive Committee will nominate a member of the Board to the office of Vice President for Board approval.
3. The remaining committees shall consist of one member of the Board and other members of the Association as necessary. Their work shall be defined as:
 - A. The Committee for Engaging Students shall work for support of current students in their study, fellowship, and service.
 - B. The Committee for Continuing Education shall work in conversation with the office of Life-Long Learning to help plan and implement such continuing education events for alumni as are deemed necessary by the Board. This includes Convocations and other such events.
 - C. The Committee for Engaging Alumni shall collaborate with the Office of Advancement of United Lutheran Seminary to encourage financial and other

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support of the mission of the seminary by Alumni. They shall seek and empower representatives from each class year—recognizing potential need for more than one representative given geographical and other affiliations. Such designation of class representative shall be considered annually.

D. The Committee for Alumni Recognition shall work to solicit nominations of distinguished alumni and find a system by which to recognize their distinguished service.

Section F: AD HOC COMMITTEES

1. There shall be *ad hoc* committees formed as necessary by the President of the Association in agreement with the Board for such needs as shall arise including, but not limited to, nominations of members for the Alumni Association Board.
2. The Nominating Committee shall nominate persons, endeavoring to identify persons representing the full diversity of the association's membership in regard to gender understanding/expression, sexual orientation, race, geography, judicatory, year of graduation, program of study, roster of service, and age.