



## **Cherry Hill Seminary Votaries Alumni Circle Constitution and Bylaws**

### **Article I: Name**

Section 1: The official name of this organization shall be the Cherry Hill Seminary Votaries Alumni Circle, hereafter referred to as Votaries. This association is the official alumni association of Cherry Hill Seminary, Columbia, South Carolina.

### **Article II: Affiliation**

Section 1: This organization is affiliated with Cherry Hill Seminary (CHS) as a recognized entity and, as such, agrees to abide by the rules, policies and procedures of CHS. Votaries is advised by the CHS Executive Director (or an appointed representative) and functions in accordance with CHS's policies and bylaws, as well as any applicable civil laws.

### **Article III: Purpose**

Section 1: The purposes of Votaries are:

- A. To serve as a vital partner in the success of CHS.
- B. To engage graduates, students and supporters in an ongoing relationship with CHS and each other through opportunities for celebration, networking, education, outreach, recognition and service.

### **Article IV: Membership**

- Section 1:
- A. Votaries membership is open to graduates of CHS degree and certificate programs, current students, CHS faculty and administration, donors and other CHS supporters.
  - B. In membership, Votaries shall not discriminate against any individual regardless of race, national origin, color, religion or spiritual practices, sex, age, veteran status, sexual orientation, gender identity and/or ability.

### **Article V: Directors and Officers**

Section 1: The official name of the Votaries Board of Directors shall be the Inner Court, hereafter referred to as the Inner Court.

- Section 2: The complete Inner Court shall consist of the following:
- A. A minimum of three (3) member officers plus the immediate past Chair.
  - B. The officers shall include a Chair, Secretary and Treasurer.
- Section 3: The immediate past Chair will serve in an advisory capacity for a one (1) year term. They will possess voting privileges as long as their Votaries membership is maintained and has not expired. If the immediate past Chair's membership expires, they will forfeit their role on the Inner Court and their voting privileges.

#### **Article VI: Election/Appointment of Inner Court**

- Section 1: The office of Votaries Chair will be filled by a simple majority vote of the full Votaries membership. This vote may be taken by email or through attendance at a virtual meeting to which all members have been invited.
- A. Members in good standing are eligible for nomination as Chair, and nominations for Chair are welcome from all Votaries members as well as from the CHS Executive Director.
  - B. Votes will be counted by the current Inner Court and results of the Chair election announced to the full membership by email or at a virtual meeting to which all members have been invited.
- Section 2: The remaining 2 officer positions on the Inner Court may also be filled by a simple majority vote of the full Votaries membership. This vote may be taken by email or through attendance at a virtual meeting to which all members have been invited.
- A. All members in good standing are eligible for nomination to serve as an Inner Court officer, and nominations are welcome from all Votaries members.
  - B. If 1 or more of the Inner Court officer positions receives no nominations, the newly elected Chair has the authority to select and appoint a member in good standing to serve in that role. The newly elected Chair may consult with the immediate-past Chair on any appointments to the Inner Court.
  - C. Once all Inner Court officer positions are filled, the results will be announced to the full Votaries membership by email or at a virtual meeting to which all members have been invited.
- Section 3: Length of Inner Court Term of Service:
- A. The Chair shall serve a term of two (2) years. After this term, they are eligible for re-election.
  - B. The immediate-past Chair shall serve in an advisory capacity for a term of one (1) year.

C. All other Inner Court officers shall serve terms of one (1) year. After their term expires, they are eligible for re-election or re-appointment.

Section 4: Vacant Office:

A. Should an Inner Court officer find it necessary to vacate their respective position, the remaining officers will then select a candidate to fill the office vacated. This individual will serve the remainder of the term at which point they may again be nominated for the Inner Court.

B. If the office vacated is that of Chair, one (1) remaining Inner Court officer will agree to serve as Acting Chair and conduct the process as described in Section 1 above.

### **Article VII: Duties of Inner Court**

Section 1: The Inner Court officers shall include a Chair, Secretary and a Treasurer.

Section 2: Chair: The Chair shall:

A. Call and preside at regular meetings of the Inner Court and the Votaries membership. If the Chair becomes unable to attend, they shall appoint another member of the Inner Court to preside in their place.

B. Oversee all operations of Votaries.

C. Serve as main point of contact with CHS Executive Director or appointed representative, and maintain open communications at all times.

D. Call special meetings as needed of the Inner Court.

E. Prepare an agenda for each Inner Court meeting.

F. Monitor the duties of all Inner Court officers and ensure that each officer is completing their assigned tasks. In the event that an officer is not completing their tasks, the Chair shall address the situation and ensure the tasks are completed by either completing them or by reassigning the task to another officer.

G. Oversee the creation of an annual report outlining Votaries activities for the year and a financial report (expenses/income), and distributing this to all Votaries members.

Section 3: Secretary: The Secretary shall:

A. Record minutes of all regular and special Inner Court meetings and distribute them to all other officers including any who may not have been in attendance. The Secretary is also responsible for keeping a digital copy of these records for reference and passing these on to the next elected/appointed Secretary for historical records.

B. Maintain a current Votaries membership roll which shall include member contact information (email, phone, etc.), physical addresses, length of membership, membership level and renewal date.

C. Ensure that new and/or renewing Votaries members receive the appropriate incentive item if one exists. Shipping will likely be completed by the CHS Executive Director, so the Secretary's main responsibility is keeping a record of the incentive item and when it was shipped. Any expenses should be passed on to the Treasurer for record-keeping. The Secretary shall also communicate with the CHS Executive Director about any problems, missing items or reshipments and record the outcome for reference.

Section 4: Treasurer: The Treasurer shall:

A. Although Votaries does not currently handle any funds of its own, the Treasurer shall serve as a liaison with the CHS Executive Director in tracking and keeping records of all funds generated through Votaries membership drives and other activities.

B. Maintain an accurate and current record of all Votaries income and expenses for each year, including the level at which each member has joined or renewed. The Treasurer is responsible for keeping a digital copy of these records for reference and passing these on to the next elected/appointed Treasurer for historical records.

C. Collaborate with the Chair on creating a financial report to be included in the membership annual report.

D. Keep other Inner Court officers informed about current available funds so that together they may allocate and use member funds responsibly.

Section 5: General: The Inner Court shall:

A. Communicate with the CHS Executive Director or other appointed representative about proposed dates for Votaries events and/or gatherings to which the full Votaries membership is invited so as to avoid scheduling conflicts if at all possible.

B. Appoint any special committees as needed.

C. Provide for an accounting of expenditures and income.

D. Appoint replacements to fill vacancies on the Inner Court for unexpired terms.

E. Keep records of all its proceedings.

F. Oversee all Votaries projects and events.

G. Conduct annual membership drive/annual member retention drive.

H. Maintain open communication with the CHS Executive Director or appointed representative at all times.

### **Article VIII: Meetings**

Section 1: A. The Inner Court may call an annual membership meeting at its discretion to be held remotely via electronic methods.

B. Thirty (30) days written notice of any called annual meeting must be provided to the full Votaries membership. Email is considered valid notification.

C. Quorum:

a. When engaging the full Votaries membership, a simple majority of responses shall constitute a quorum.

b. A simple majority of the full Inner Court shall constitute a quorum.

### **Article IX: Amendments**

Section 1: All amendments to this Constitution and Bylaws must be presented to, and ratified by, the general membership of Votaries. A simple majority vote of those responding to the call to vote shall be necessary for the enactment of proposed amendments.

### **Article X: Effective Date**

Section 1: The Constitution and Bylaws of the Cherry Hill Seminary Votaries Alumni Circle was presented to and ratified by the general Votaries membership and became effective upon an affirmative vote of approval by a simple majority of those responding to the call to vote via email announcement, with responses collected by May 7, 2022.