

MITCHELL HAMLINE SCHOOL OF LAW ALUMNI BOARD BYLAWS

Article I- Name, Purpose, and Values

Section 1- Name

The name of this organization is the Mitchell Hamline School of Law Alumni Board (Alumni Board), an advisory board that represents the Mitchell Hamline School of Law Alumni Association (Alumni Association). Membership in the Alumni Association is automatic upon graduation and free to all alumni of Mitchell Hamline School of Law (MHSL) and its predecessor schools.

Section 2- Purpose

The purpose of the Alumni Board is to lead the Alumni Association by promoting relationships among alumni, and among alumni, MHSL, and current students. Alumni board members accomplish this work by embracing the law school's mission and serving as ambassadors. Board members can serve the law school in numerous ways, such as by encouraging alumni to attend CLEs and events, by engaging with students by volunteering as mentors, speakers, mock interviewers, and more, and by supporting the school through financial contributions.

Section 3- Values

The Alumni Board is committed to:

- Promoting and maintaining a diverse, inclusive and equitable community, and to ensuring that the culture of the Alumni Board is welcoming to all;
- Strengthening and forging connections in support of MHSL, our students, our alumni, and the external legal community; and
- Standing as leaders in sharing our pride in MHSL, and encouraging others to be informed and engaged in the work of the law school.

Article II- Membership

Section 1- Membership of the Board

The Alumni Board membership consists of:

- A. Two officers, elected from the membership of the Alumni Board, to serve as President and President-Elect, each to serve terms of two years.
- B. Membership ranging in number from 18 to 23 alumni members, including the two officers.
- C. One Student Bar Association representative, to serve as a non-voting member, for a term of one year. The student member is eligible for reappointment.

Section 2- Terms

Members of the Alumni Board serve for terms of two years, for a maximum of three terms. Time spent as an officer does not count against the term limit.

Section 3- Termination of Service

An alumni board member's service might end, other than at the end of their six years of service, for the following reasons:

- A. Death;
- B. Total and permanent disability;
- C. Upon their written resignation as submitted to the President; or
- D. By a vote of the majority of the Alumni Board members, upon motion by the President, if the member is absent from three consecutive board meetings or for other good cause.

Section 4- Vacancies

Vacancies may be filled by a majority vote of the Alumni Board. Members elected to fill a vacancy will serve the remainder of the vacancy term, and that service will not count against their term limit.

Article III - Powers and Structure

Section 1- Powers and Duties

The Alumni Board performs the following duties:

- A. Carries out its purpose in accordance with its values;
- B. Supervises the nomination and election of members to the Alumni Board;
- C. Determines and awards the Student Award of Merit and the Alumni Awards; and
- D. Creates such committees as may be deemed necessary.

Section 2- Committees

- A. Standing Committees. The following are standing committees of the Alumni Board:
 - a. Nominations Committee- The nominations committee oversees the awarding of the Student Award of Merit and the Alumni Awards.
 - b. Events Committee- The events committee serves to support legacy events like the Women in Law Tea and the Alumni Golf Tournament, as well as to take leadership on new alumni events.
- B. Ad-Hoc Committees. Ad-hoc committees may be created as deemed advisable.

- C. Committee Authority. The duties and functions of all committees are determined by these bylaws or by the specific assignment of the President of the Alumni Board. No committee is authorized to expend school funds without approval of the Alumni Board.

Article IV- Officers and Elections

Section 1- Officers

- A. President. The President will preside at meetings of the Alumni Board. The President will work with the President and Dean of MHSL and the alumni relations staff. The President will present all awards given by the Alumni Board. The President represents the Alumni Board on the Mitchell Hamline Board of Trustees.
- B. President-Elect. In the absence of the President, the President-Elect will assume the duties of the President. The President-Elect will also assist the President in coordinating with the Dean of MHSL and alumni relations staff.

Section 2- Elections and Terms

- A. Election. Officers of the Alumni Board will be elected from the members of the Alumni Board at the last regular meeting of the fiscal year and serve for a term of two years.
- B. Termination of Officer Service. An officer's service might end, other than at the end of their two-year term, for the following reasons:
 - a. Upon their resignation as submitted to the President, or in the case of the resignation of the President, to the alumni relations staff.
 - b. By a majority vote of the Alumni Board.
- C. Vacancies. All officer vacancies will be filled by a majority vote of the Alumni Board present at any meeting.

Article V. Alumni Board Meetings

Section 1- Location of Meetings. The Alumni Board will meet on the Mitchell Hamline campus as arranged by alumni relations staff. If necessary or advisable, meetings may be held at another location as determined by the President.

Section 2- Quorum. A simple majority of the members of the Alumni Board constitutes a quorum for the transaction of all business.

Section 3- Regular Meetings. There will be at least four regular meetings of the Alumni Board during the year, at dates and times coordinated by the officers and alumni relations staff. Notice of meetings will be circulated by email by alumni relations staff at least seven days in

advance of the meeting. In person attendance is preferred, but attendance by conference call or other technology will constitute attendance.

Section 4- Action Without a Meeting. The Alumni Board may take action normally requiring a meeting by written approval of the majority of the members of the Alumni Board. Members may submit votes by email or other method.

Article VI- General Provisions

Section 1- Effective Date. These bylaws will become effective when the Alumni Board approves them by a majority vote.

Section 2- Annual Review. These bylaws should be reviewed annually to ensure the Alumni Board is acting according to the bylaws and that the bylaws continue to meet the needs of the Alumni Board. In the event the Alumni Board determines that changes to these bylaws are necessary, notice of the proposed amendment must be provided to all board members at least five business days in advance. An amendment to these bylaws must be approved by a majority of the members.

Section 3- Fiscal Year. The fiscal year is July 1- June 30 of the following calendar year. All references in the bylaws to “year” refer to the fiscal year.