

THE CONSTITUTION AND BYLAWS OF THE ALUMNI OF THE MEMPHIS SCHOOL OF PREACHING

ARTICLE I

This organization shall be known as the Memphis School of Preaching Alumni Association.

ARTICLE II

The officers of this association shall consist of a president, a vice-president, a secretary/treasurer, and a recording secretary. A board of directors, composed of one member per graduated class, will represent the association's membership. The members of the board of directors shall be elected from the graduated classes by the members of that class present at the annual lectureship (See Article VII). The president and vice-president of the graduating class shall serve as board member and alternate until the next election for board members.⁵ The board of directors shall serve terms of four years and shall begin office at the annual lectureship.¹

ARTICLE III

Officer's Duties

Section 1: President

The president of the Alumni Association shall preside at all meetings of the association and at all meetings of the executive committee. The order of meetings shall be according to *Robert's Rules of Order*. The president shall be responsible for guiding the establishment and completion of association goals each year. He shall serve as liaison between the Alumni Association and the administration of the Memphis School of Preaching in order to harmonize objectives. The president shall also execute the bylaws of the Alumni Association and shall preside over the board of directors. The president shall be elected by the board of directors and shall be elected from the members of the board. He shall serve a term of two years and shall begin office at the annual lectureship in even numbered years.

Section 2: Vice-President

If the president shall fail to qualify for any reason, or resign, (or temporarily by the request of the president), the vice-president shall perform all the duties of that office wherever and whenever necessary. He shall work with and under the direction of the president of the alumni association according to the Constitution and bylaws.

If the vice-president should resign, or for some other reason become unable to serve the term for which he has been elected the board may elect a new vice-president to serve out his term, at which time he shall be eligible to serve two terms on his own as provided in Article VII.

Section 3: Secretary/Treasurer

The secretary/treasurer shall be selected by the alumni president and possibly be an employee of the Memphis School of Preaching. This officer shall have the general oversight and direction of all matters of information and publicity of the association; and shall cooperate with all officers of the association to further the interest of the organization and to facilitate communication; and shall deposit all funds of the association in the Alumni Association account at a local bank; and shall provide assistance to all organized activities of the association.

Section 4: Recording Secretary

The recording secretary shall keep a record of all proceedings of the association, and shall be elected from the board of directors, and shall take minutes at all the meetings and send them to the school to be duplicated for distribution. The minutes must be in the hands of the Alumni Association secretary/treasurer within one week after meeting. (See Article III, Section 6).

Section 5: Executive Committee

The president, vice-president, secretary/treasurer, and recording secretary shall form an executive committee to manage the affairs of the association in accordance with the bylaws; they shall be responsible for all projects undertaken for their Alma Mater; and initiate and pursue programs of interest to the Alumni Association.

Section 6: Board of Directors

A board of directors consisting of all the directors, one from each graduated class, shall form a council to set policies, review progress, and suggest the course of the association. These policy reviews and suggestions will take into consideration the thinking of the Forest Hill² elders, and MSOP director. The directors and the recording secretary shall publish from the latter's records a full report of their work at the expiration of each meeting.

ARTICLE IV

Election of Officers and Directors

All officers and directors shall be elected at the annual lectureship (See Article II, Article III, and Article VI), with the exception of the secretary treasurer who shall be appointed by the alumni president. Proximity to the MSOP campus is a prerequisite to this position.

ARTICLE V

Membership

Section 1:

Any person who has graduated from the Memphis School of Preaching shall be eligible for membership in the Alumni Association.

Section 2:

The association board may elect no more than two honorary alumni per year. They shall be elected by the alumni board by a 2/3 majority vote. Names for honorary alumni may be submitted by any qualified alumni.

ARTICLE VI

Amendments to Constitution, Etc.

Section 1: This constitution may be amended by a two-thirds vote of the qualified members who are present at any regularly called meeting of the organization, provided that the substance of the proposed amendment has been submitted to the members together with the notice of the meeting within one week of the meeting date.

Section 2:

This association shall convene for at least one meeting annually which shall be held during lectureship week, and the board of directors may call for a meeting at any time it is necessary. The president, or secretary/treasurer, may call upon the board to consider any vital matter that arises. If a question arises that must be submitted to the board, and if an assembly date is not feasible, the question or proposition may be submitted in writing together with a write-in ballot. Each director shall, in turn, submit his vote by return mail. A majority vote shall determine the matter. The secretary/treasurer shall inform each member of the board of the decision. The votes may be audited by any qualified member of the association.

Section 3:

A simple majority of the board of directors shall constitute a quorum for a duly authorized meeting of the association with all transactions therein being considered valid.³

ARTICLE VII

Terms of Office

Section 1:

The president, and vice-president shall serve for two years and may be re-elected for only one additional term.⁴ The officers shall hold office until their successors are duly installed. The recording secretary shall have no term limits but serve at the discretion of the board.¹

Section 2:

The members of the board of directors shall serve for a term of four years¹ being eligible for re-election. Expiration dates shall be determined according to Article II and Article III.

If a board member cannot attend the annual alumni meeting at the annual lectureship, the class he represents may elect an alternate representative to act in the absence of the regular board member.

ARTICLE VIII

Dues

Instead of annual membership fees, the alumni are encouraged to give personally as requested for special needs of the association, such as defraying mailing and printing costs, as they may arise and as alumni are able personally to contribute.

ARTICLE IX

Disbursement of Funds

The secretary/treasurer shall be authorized, with the approval of the alumni board to draw upon funds received by the association to defray operating expenses of the association. Should a surplus accumulate, the board of directors shall determine what distribution shall be made.

ARTICLE X

Compensating Officers

No officer of this organization shall be compensated for services rendered, notwithstanding the secretary/treasurer is authorized to reimburse any officer, committee, or individual for any expenses necessarily incurred in duly authorized work of the association if such is properly requested in writing; e.g., furnishing an itemized statement for sales slips.

ARTICLE XI

Records of Recognition Committee

Responsibilities

The title of this committee shall be indicative of its dual functions:

1. To improve the association's contacts with former students of Memphis School of Preaching; and
2. To recognize alumni members for their outstanding services.
3. Select Alumnus of the year.

Public Relations Committee

Responsibilities

All of the programs of this committee shall have two unchanging purposes:

1. To increase public and alumni understanding of Memphis School of Preaching's goals; and
2. To build acceptance of these goals.

Student Recruitment Committee

Responsibilities

The function of this committee is vital, yet may be simply stated: to locate for Memphis School of Preaching the kind of students that the institution may best serve.

Alumni Fund

Responsibilities

1. The responsibility of the Alumni Fund (from contributions at the annual alumni banquet) be to obtain financial support from Memphis School of Preaching alumni for the Annual Fund. The purpose of the fund shall be to help underwrite the School's instructional efforts. The goal shall be to increase the amount of alumni contributions. While major attention will be devoted to the annual fund, the committee should also identify prospects and assist in obtaining support for future capital projects through deferred gifts.
2. The chairman of the Alumni Fund shall be responsible for the organization and solicitation of the Alumni Fund. He shall report directly to the president of the alumni association. The alumni Fund Chairman should attend or send a representative to all meetings.
3. A separate alumni working fund shall be kept in a special account by the secretary/treasurer for the purpose of completing alumni projects, which projects shall be determined by the alumni board. The secretary/treasurer shall be authorized to deposit and/or withdraw from the fund. Two members of the executive committee must verbally approve expenditures.¹

Areas of Work

The committee shall work to obtain the support of the alumni.

ARTICLE XII

Section 1:

Because the Memphis School of Preaching is under the oversight of the elders of the Forest Hill² church of Christ, and because this church and school are dedicated to sound biblical doctrine and sound moral character of students, faculty, and alumni; if at any time it is determined that any alumni officer or board member does not meet the above prescribed standards, said officer or board members may be asked to resign.

Section 2:

The determination of doctrinal and moral soundness shall be made by the school director and the elders based on the Biblical standard required of all present student and faculty. Biblical procedures of determining blame or innocence are presumed (cf. Matthew 18:15-20; and/or Romans 16:17,18; II John 9-11).

Section 3:

A follow-up report to the alumni board shall be required before any final dismissal of an officer or board member with the alumni board cooperating with the elders and director and a majority vote of the board (pursuant to Article VI, section 3) will affirm the rejection of the offending officer or board member. This may only be accomplished through the mail or at a regular meeting of the board.

This Constitution and bylaws of the alumni of the Memphis School of Preaching was submitted to the board on March 31, 1992; and approved by the alumni board as duly noted in the minutes of the board meeting by a 2/3 or greater vote.

¹ Amended MSOP Alumni Board Meeting March 30, 1999

² Knight Arnold completed a move and changed the name of the congregation to Forest Hill church of Christ 1997

³ Changed to keep with the intent of the by-laws (Alumni Board Meeting March 30, 1999).

⁴ Amended MSOP Alumni Board April 1, 2008

⁵ Amended MSOP Alumni Board March 30, 2010