

Mississippi University for Women Alumni Association

POLICIES AND PROCEDURES

ARTICLE I

MEMBERSHIP

(See Bylaws Sections 2.8.1 and 2.8.2)

Membership Meetings

POLICY: An annual meeting of the Association membership shall be held during the University's Homecoming Weekend. Special meetings of the membership may be called by the President of the Board of Directors or by the membership as detailed in the Bylaws.

PROCEDURES:

1. General
 - a. All meetings of the Association shall follow an agenda published prior to the meeting.
 - b. All meetings of the Association shall be directed by the President of the Board of Directors or the President's designee as outlined in the Bylaws (Section 4.0).
 - c. The proceedings of all meetings of the Association shall be recorded in official minutes by the Secretary of the Board of Directors or the Secretary's designee. The minutes shall be reviewed and approved at the next regular meeting of the Board of Directors. The approved minutes shall then be maintained in the University's Office of Alumni Affairs. A copy of the approved minutes shall be published on the Association's web site and maintained for at least twelve (12) months. Hard copies of the minutes may be provided upon request to the University's Office of Alumni Affairs subject to the University's policies and charges for provision of copies.
 - d. All meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised and presided over by the Parliamentarian or the Parliamentarian's designee.

- e. The quorum of a meeting of the membership will be the number of voting members present at the time of the meeting.
 - f. No formal balloting for election of officers or on referenda shall be conducted at membership meetings (Sections 2.10.3).
2. Annual Meeting (Section 2.8.1)
- a. Prior public announcement of the time and place of the annual membership meeting will be made on the Association's web site and through any other means of communication deemed appropriate by the Board of Directors at least thirty (30) days prior to the meeting.
 - b. The agenda for the annual meeting shall be devised by the President of the Board and shall include at least the following:
 - i. Welcome by President of the Board;
 - ii. Introduction of guests;
 - iii. Reports or Presentations by guests;
 - iv. Announcement of Association Awards;
 - v. Report by the President of the Board; and
 - vi. Adjournment.
3. Special Meetings (Section 2.8.2)
- a. Special meetings of Association members may be called, as designated by the Bylaws in the following circumstances:
 - i. By the President of the Board or
 - ii. Upon request of ten (10) percent of the voting members or thirty (30) voting members, whichever is greater.
 - b. Members shall receive no less than fifteen (15) days' notice prior to special meetings. Notice shall be given on the Association's web site as well as any other means of communication deemed appropriate by the Board of Directors. The notice shall state the time, place, and purpose of the meeting.
 - e. The agenda for the special meeting will include only the business item(s) defined as the purpose of the meeting. Multiple business items may be presented only when notice of such purposes was published prior to the special meeting, as defined above.

The agenda of a special meeting of the association shall include at least the following:

- i. Welcome by President of the Board;
 - ii. Introduction of guests;
 - iii. Introduction of agenda item(s) by the President of the Board;
 - iv. Discussion of agenda item(s) by a Representative of the requesting Membership, when the special meeting is requested by the Membership as defined in the Bylaws;
 - v. General discussion by the Membership present, including the Board of Directors and the President;
 - vi. Recommendations for consideration by the Association's Board of Directors; and
 - vi. Adjournment.
- f. Minutes of special meetings shall be prepared, reviewed, published, and maintained as described above.
- g. When the purpose for a requested special membership meeting involves discussion or consideration of matters that may reasonably be expected to cause damage to individual(s) or violate the right of privacy of an individual, the Board of Directors may elect to consider the matter in Executive Session of the Board rather than submit the issue to public discussion by the membership in a special meeting.