

Ball State University
Ball State University Alumni Society
Miller College of Business Alumni Society
Constitution and Bylaws

Article I
Name

The name of this organization shall be the Ball State University Miller College of Business Alumni Society.

Article II

Section 1. The purpose of the Society shall be to stimulate interest in the educational, professional, and social interests of business and industry, individually and collectively by:

- a. Developing a wide acquaintance and fellowship among the members of the Society and the faculty of the Miller College of Business.
- b. Providing a forum for the consideration of problems pertaining to business and industry and requests for services to the mutual benefit of the faculty and members of the Society.
- c. Taking joint action when and where needed for the further improvement of the status of the profession in the field and the professional offerings and services of the Miller College of Business.
- d. Encouraging high standards for the Miller College of Business and working for the recognition of the importance of business in the social order of this country.
- e. Serving as an auxiliary arm of the Miller College of Business in:
 1. Providing input from the business community on what that community views as desirable in graduates and recommending courses of study that would help achieve that goal;
 2. Being involved in the recruitment of students and funding for the Miller College of Business;
 3. Serving as a sounding board and advisory panel on Miller College of Business concerns when consulted.

Article III
Membership

Section 1. Active Membership. Active members of this Society shall be Ball State University former students who were enrolled in programs of the Miller College of Business or in programs of other colleges at Ball State University and who are or have been actively engaged in business and the faculty of the Miller College of Business.

Section 2. Associate Membership. Any individual so recommended.

Article IV
Officers

Section 1. The officers of this Society shall be President, Vice President, and Secretary-Treasurer, whose duties shall be as follows:

- a. The President shall preside at all meetings and shall be responsible for the general supervision of all the work of the Society. He/she shall appoint members of committees and shall serve as an ex-officio member of each committee. The President must be a graduate of Ball State University with a degree in one of the business programs.
- b. The Vice President shall preside in the absence of the President and assist the President on any other way necessary. The Vice President must be a graduate of Ball State University with a degree in one of the business programs.
- c. The Secretary-Treasurer shall be responsible for recording and keeping minutes of all meetings, for correspondence pertaining to the duties of the office, for authorizing expenditures and keeping necessary financial records, for coordinating activities with the Alumni Association, and for submitting reports to the Board. The Secretary-Treasurer shall be the Alumni Association Coordinator.

Article V
Board

Section 1. All business of the Society shall be conducted by a board consisting of the following:

- a. The officers of the Society: President, Vice President and Secretary-Treasurer.
- b. The Dean of the Ball State University Miller College of Business.
- c. Active members of the Society elected at large.
- d. A member elected at large to serve jointly as a member of the Board and also as a representative of the Miller College of Business Alumni Society on the Alumni Council of the Ball State University Alumni Association.
- e. The immediate past president of the College of Business Alumni Board (one year only).
- f. A member from the College of Business faculty, appointed by the Dean.

Article VI
Meetings

Section 1. There shall be an annual meeting, the exact time to be determined by the Board.

- a. The Board action (except routine business) shall be briefly reported at the annual meeting. The President shall make an annual report and provide for such other reports as he/she deems necessary.

Section 2. General meetings of the Society, other than the annual meeting, shall be called at the discretion of the officers of the Board.

Article VII
Amendments

Section 1. This constitution may be amended at any annual meeting of the Society according to procedures set forth in the bylaws.

Bylaws

Article I
Committees and Their Duties

Section 1. All the committees shall be appointed by the President, who shall also be an ex-officio member of all committees.

Section 2. The Nominating Committee composed of the Dean, Business Alumni Coordinator, President and any other Board members designated by the President, shall consider candidates and potential candidates for membership on the Business Alumni Board, forwarding a list of such alumni to the Board for consideration and selection.

Article II
Elections and Terms of Office

Section 1. The Board shall be composed of at least fifteen (15) At- Large Representatives, each of whom must be alumni of the Miller College of Business, and each of whom are appointed to serve a three (3) year term on the Board commencing on January 1 and concluding on December 31. Terms will be staggered so that no more than one-third (1/3) of the members of the Board will conclude their terms of service at any one time.

Section 2. The office of President and Vice President will be elected by the membership of the Board from within the membership of the Board for terms of office of one (1) year. Such election must take place at a regularly scheduled Board meeting prior to December 31 of the year proceeding the terms of office.

Section 3. One member of the Board shall be elected by the membership of the Board to serve a three (3) year term as Business Alumni Representative to the Ball State University Alumni Council. Should the Representative's term on the Business Alumni Board not coincide with the three (3) year term on the Alumni Council, the Representative will be given the option of accepting reappointment to the Business Alumni Board for a period sufficient to conclude the term of service as Alumni Council Representative.

Section 4. The Dean of the Miller College of Business, or his/her designated Representative, shall serve as a voting member of the Business Alumni Board, by position.

Section 5. The Business Alumni Coordinator shall serve as a voting member of the Business Alumni Board, by position, and shall function as a Secretary-Treasurer to the Board. The Business Alumni Coordinator shall be appointed by the Executive Director of the Ball State University Alumni Society in consultation with the Dean of the Miller College of Business.

Section 6. The Board is empowered to fill vacancies of unexpired terms of Board members and/or officers. If a Board member is appointed to fill an office, he/she will carry to that office the duration of term he/she had previously, rather than assume the term of the officer replaced. However, an individual appointed to the Board will complete the term of the Board member he/she replaces.

Article III
Meetings of Board

Section 1. The Board shall meet at the call of the President or at the request of a majority of the members of the Board.

Section 2. In addition to the annual meeting, the Board shall have at least one (1) meeting each year for the purpose of conferring with the Dean of the Miller College of Business and such members of his/her staff he shall see fit to invite.

Section 3. Committees shall meet at the request of the President or at the call of the committee chair.

Section 4. A committee may be appointed to act as a scholarship committee whose purpose shall be to locate desirable students for presentation to the University Alumni Association Scholarship Committee. This committee shall also function as a representative of the Miller College of Business Alumni Society and shall encourage quality students to attend Ball State University.

Section 5. A committee shall be appointed each year to represent the interests of the Miller College of Business Alumni Society at various professional meetings. This committee shall determine, in conjunction with the board, the cost and number of meetings at which there shall be representation.

Article IV
Amendments

Section 1. The Constitution and Bylaws may be amended at any annual meeting of the Miller College of Business Alumni Society by majority vote of the members present provided that:

- a. The amendment or amendments shall have been placed before the members of the Society in writing at least one month before the meeting at which such amendment or amendments are to be acted upon; or
- b. The amendment or amendments shall, prior to their adoption, have been acted upon favorably by at least a majority of the members of the Board.

Ball State University Alumni Society
Miller College of Business Alumni Board
Position Description and Responsibilities

1. Promote and assist the Miller College of Business Alumni Society in implementing its duties and responsibilities, as outlined in the constitution.
2. Be an active member of the Alumni Association. Active membership is obtained by making a contribution to Ball State University through the Ball State University Foundation.
3. Attend all meetings of the Miller College of Business Alumni Society Board.
4. Serve on Miller College of Business Alumni Society committees as assigned.
5. Be an active participant in Ball State University Alumni Association events and programs
6. Advise, counsel, and give of your time and talent to the advancement of Ball State University and the Miller College of Business.
7. Foster, among other Ball State University alumni, a feeling of camaraderie with each other and with the university.
8. Serve as a resource person for the Miller College of Business.
9. Serve as a promoter of Ball State University and the Miller College of Business. Be knowledgeable about their goals, programs, and missions.
10. Service to the Miller College of Business Alumni Society board signifies that one is an alumni leader representing the entire institution of Ball State University.

Ball State University Alumni Society
Miller College of Business Board of Directors
Terms and Conditions of Appointment for Board Members

A. New Members

1. New board members will be recommended to the alumni board as vacancies materialize.
2. All appointees should be alumni of Ball State University with preference given to Miller College of Business alumni.
3. Appointments shall be extended first to senior level executives, mid-level executives and outstanding business entrepreneurs, prior to extending invitations to those of lesser experience.
4. The board should represent a broad range of educational and experienced backgrounds.

B. Terms of Appointment

1. New members will be appointed for a term of three (3) years or for a period of time sufficient to complete the term of a vacated position on the board.
2. Upon completion of a full three-year appointment, the incumbent's terms shall end and the president of the board will send a letter of appreciation to the member whose term has expired.

C. Reappointment to the Board

1. When the dean of the Miller College of Business deems necessary, he or she may request the incumbent whose term expires to remain as a member of the board for an additional term.
2. There are no limitations as to the number of times an individual may be reappointed to the board.

D. Other Terminations of Appointment

1. The term of an incumbent shall be completed as follows:
 - a. The board receives notice, either oral or written, that the member no longer wishes to continue as a board member.
 - b. The board member has missed three (3) consecutive board meetings.

In either situation, the president of the board shall send a letter of appreciation to the individual who has ceased to be a member.

The dean of the College of Business shall have the right and opportunity to retain a member of the board should he or she deem necessary in the best interest of the university. This right is to be exercised prior to the president of the board sending a letter of appreciation.

It will be necessary for the president of the board to properly and adequately communicate with the dean of the Miller College of Business prior to sending any incumbent board member a letter of appreciation.

