

**CONSTITUTION  
OF THE  
PRE ALUMNI ASSOCIATION OF MEHARRY MEDICAL COLLEGE**

**PURPOSE**

The purpose of the Pre Alumni Association of Meharry Medical College shall be to promote and enhance relationships among all students, faculty, staff, administration, and alumni by serving as an avenue of communication for the betterment of Meharry Medical College.

The Pre Alumni Association members shall actively engage in activities that serve to promote unity and provide channels for collective growth and progress among all races and ethnicities represented on the Meharry Medical College campus.

**DERIVATION OF AUTHORITY**

The students of Meharry Medical College directly and legally authorize any functions, powers or responsibilities delegated by this Constitution to governing the activities of the Pre-Alumni Association of Meharry Medical College.

**PREAMBLE**

We, the members of the Pre-Alumni Association of Meharry Medical College, do hereby pledge our loyalty and support to the high purpose of serving Meharry Medical College and its community in order to instate and foster a spirit of unity, continued development and preservation.

**ARTICLE I**

**NAME**

Section I                      The name of the organization shall be the Meharry Medical College Pre-Alumni Association and the governing body shall be the Pre-Alumni Council.

**ARTICLE II**

**OBJECTIVES**

Section I                      To foster a spirit of family unity and cooperation among all individuals on the campus of Meharry Medical College.

- Section II To stimulate all Meharry Medical College student organizations to support and sponsor activities which serve the community, improve the educational atmosphere, and establish and maintain a professional code of ethics relative to the professions represented on the campus, thereby nurturing multicultural awareness and tolerance.
- Section III To establish, coordinate and administer regulations with regard to all student organizations as they relate to the Pre-Alumni Association.
- Section IV To serve as the judicial body for reporting violators of the Constitution of the Pre-Alumni Association Meharry Medical College.
- Section V To provide a means for equitable review for all grievances and concerns pertaining to the academic atmosphere and the quality of student life, and to conduct such affairs involving students, both individually and collectively.
- Section VI To foster a relationship and maintain goodwill with the alumni of Meharry Medical College.

### **Article III**

#### **MEMBERSHIP**

- Section I All students of Meharry Medical College are members of the Pre-Alumni Association.
- Section II Membership in the Pre-Alumni Council will include all elected Pre-Alumni Officers and one voting delegate from all classes and official campus organizations as established by the Division of Advancement and College Relations.
- Section III Each class and official organization delegate will have one (1) vote.

### **Article IV**

#### **OFFICERS**

- Section I The Pre-Alumni Executive Board will consist of elected officers to include: President, Executive Vice-President, Administrative Vice-President, Corresponding Secretary, Recording Secretary,

Treasurer, Parliamentarian, one Member-at-Large from each school, Student Observer to the Board of Trustees, Miss Meharry, and Mr. Meharry.

Section II The officers of this organization will be students from the School of Medicine, School of Dentistry, and School of Graduate Studies and Research.

Section III The terms of office for all officers will be one (1) academic year.

## ARTICLE V

### ELECTIONS

Section I Elections shall take place during the spring semester.

Section II The officers shall assume duties at the last meeting in May and shall serve for one year unless removed or impeached by three fourths (3/4) of the Pre-Alumni Executive Board.

Section III Any vacant office may be filled by a majority vote of the newly elected Executive Board at any regular meeting, following an application process.

Section IV The Elections Committee shall consist of the Student Observer to the Board of Trustees, Miss Meharry, Mr. Meharry, President, and both Vice-Presidents. They shall supervise the campaigning process, conduct elections, count ballots, and publish the results. Members of the Elections Committee are ineligible to run for a Pre-Alumni position. If a committee member desires to run for a position, they will be replaced with an executive board member chosen by the Student Observer to the Board of Trustees.

Section V Students not making satisfactory progress towards graduation shall be ineligible to hold an elected or appointed position. Satisfactory progress shall be defined and determined by the Dean or his/her designee. Each candidate must submit a petition signed by his/her respective Dean or his/her designee indicating satisfactory academic progress. If a student is holding an appointed position, and is judged by the Dean to have academic problems, he/she must resign immediately.

Section VI All candidates shall submit a Letter of Intent serving as a formal written statement of intentions to campaign for a specified

position. The letter of intent must also include a brief description of the candidates past duties in community service and/or campus involvement.

- Section VII All candidates for office shall be presented at a forum of the student body for the purpose of describing their respective platforms. This shall be prior to elections.
- Section VIII American Medical Student Association, American Student Dental Association, Ewell-Neil Dental Society, Graduate Student Association, Student National Dental Association, and Student National Medical Association shall have the option to have their officer elections in conjunction with Pre-Alumni elections.
- Section X Elections shall be conducted by the following method: By ballot new officers shall be those receiving the majority of popular votes from the Pre-Alumni Association at large for each office as it relates to the respective school.
- Section X The candidates for Miss Meharry and her Court shall be female. The candidates for Mr. Meharry shall be male.
- Section XI The candidate for the Student Observer to the Board of Trustees must be entering their final year of enrollment at Meharry Medical College. The position consists of two years with the second year being designated as the Young Alumni Trustee.

## **Article VI**

### **COMMITTEES**

- Section I The president shall appoint the following standing committees and all other Committees deemed necessary.
- a. Student Concerns
  - b. Special Projects
  - c. Marketing and Communications
  - d. Constitution & By-Laws
  - e. Elections
  - f. Fundraising
  - g. Community Service

## ARTICLE VII

### MEETINGS

- Section I                    There shall be a minimum of two regular meetings of the Pre-Alumni Association per month. Written notices of the meetings shall be sent to all involved members at least 72 hours in advance of the meeting.
- Section II                    Call of special meetings may be called by the President at such time as deemed necessary. Attendance policy is not applicable to special meetings.
- Section III                    The President shall have in his/her possession during all official meetings, the Constitution of the Pre-Alumni Association. Failure to do so constitutes an unofficial meeting.
- Section IV                    There shall be at least two (2) general student body meeting per year, one spring and one fall.
- Section V                    There shall be at least two Pre-Alumni Council meetings per semester.

## ARTICLE VIII

### ARCHIVES

- Section I                    An archive shall be established in the Pre-Alumni Association office for the minutes of all meetings and any other important documents, photos and financial reports, pertaining to the Pre-Alumni Association. An archive shall be established in the library for the Constitution.

## ARTICLE IX

### CONSTITUTION AND AMENDMENTS

- Section I                    Three-fourths (3/4) of the Pre-Alumni Executive Board and one-third (1/3) of the voting members of the Council are necessary to ratify the constitution.
- Section II                    Proposed amendments shall be presented in writing at any regular meeting and read by the Corresponding Secretary. If two-thirds

(2/3) of the voting Council members accept the amendment, the Constitution shall be so amended.

## **BY-LAWS**

### **ARTICLE I**

#### **QUORUM**

Section I Three-fifths (3/5) of the Executive Officers (President, Executive Vice-President, Administrative Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Members-at-Large, Student Observer to the Board of Trustees, Miss Meharry, Mr. Meharry) shall compose a Pre-Alumni Executive Board quorum. The above, in addition to one-third (1/3) of the voting members of the Council, shall compose a Pre-Alumni Council quorum. In the absence of Miss Meharry, one member of the court shall vote in her place. In the event that quorum is not met, the meeting can still go forth; however, issues, which require a vote have to be tabled until the next meeting when the quorum is present.

### **ARTICLE II**

#### **RIGHTS AND DUTIES OF MEMBERS**

Section I All official organizations shall have voting privileges as set forth and described in Article III, Section III of the Constitution.

Section II The president may only vote in the event of a tie; all other Pre-Alumni Executive Board members shall have one vote.

Section III Any policy or matter voted on by the Pre-Alumni Council can be negated by a majority opposition vote of the Pre-Alumni Association, which should take place during scheduled Town Hall meetings unless a special vote is called by the Executive Board.

Any student desiring to override a policy or matter approved by the Council must obtain 150 signatures of Association members before the issue will be put to a Pre-Alumni Association vote during scheduled Town Hall meetings or a special vote.

Section IV The Pre-Alumni Council shall support the following:

- Part A            Students voicing their opinions on issues of Meharry life.
- Part B            No reprisal against a student who expresses a dissident opinion on issues of student life.
- Part C            Students' right to freely approach any dean or other authority in a professional manner to discuss an instance in which he or she feels one was treated unfairly.
- Part D            Free expression of any concerns about educational policy, curriculum, and other procedures used by faculty and staff of the college.
- Part E            Course grades uninfluenced by a student's freedom of expression; to do so would be contrary to the spirit, policy, and philosophy of Meharry Medical College.

**Section VII**

**DUTIES OF THE PRE-ALUMNI ASSOCIATION EXECUTIVE BOARD OFFICERS**

- Part A:            The President  
The President shall be the chief executive officer and shall preside over all meetings of the Executive Board and Pre-Alumni Council. Duties of the President shall include, but not be limited to: establishing any special committees or offices as deemed appropriate; appointing chairpersons to any standing or special committee; providing a written report to and attending monthly Student Life Committee meetings; preparing the meeting agenda for the Pre Alumni Association Executive meetings, and attending the meetings of the Student Affairs Committee of the Board of Trustees.
- Part B:            The Executive Vice President  
The Executive Vice President, in the event of absence or inability of the President, shall act with all the rights, privileges and powers of the President. Duties of the Executive Vice President shall include, but not be limited to: planning Community Day; overseeing and presenting written reports from the Student Concerns, Special Projects, and Marketing and Communications committee chairpersons; and presiding over fall Town Hall meeting.
- Part C:            The Administrative Vice President

The Administrative Vice President shall act with the full power of the office of president in the absence of the President and the Executive Vice President simultaneously. Duties of the Administrative Vice President shall include, but not be limited to: planning Family and Friends Weekend; overseeing and presenting written reports of the Constitution and By-Laws, Elections, and Fundraising committee chairpersons; and presiding over spring Town Hall meeting.

Part D: The Recording Secretary  
The Recording Secretary shall act as the official record keeper of the Pre-Alumni Association. Duties of the Recording Secretary shall include, but not be limited to: recording the minutes and maintaining the records of all meetings of the organization; distributing the minutes within 5 days of the meeting to the Pre-Alumni Association, posting Town Hall and student life meeting minutes to blackboard; and keeping accurate and readily available archives of the organization.

Part E: The Corresponding Secretary  
The Corresponding Secretary shall maintain all correspondence to and from the Pre-Alumni Association. Duties of the Corresponding Secretary shall include, but not be limited to: presenting all correspondences (letters, proposals, emails, etc.) to the Pre-Alumni Executive Board for consideration; distributing all communications from the Pre-Alumni Executive Board to the Pre-Alumni Association; and informing members of meetings at least 72 hours prior to the meeting.

Part F: The Treasurer  
The Treasurer shall keep accurate financial records. Duties of the Treasurer shall include, but not be limited to: having the care and custody of all monies and securities of the organization; following the directions of the Pre-Alumni Association in handling all financial matters; making account reports available at each meeting.

Part G: The Parliamentarian  
The Parliamentarian shall maintain Robert's Rules of Order during meetings. Duties of the Parliamentarian shall include, but not be limited to: advising the president on issues concerning the order of the meeting as it pertains to protocol and the governing documents of the organization, and be responsible for ensuring photographic documentation of all Pre-Alumni events.



- Part H: **Members-at-Large**  
The Members-at-Large shall serve as liaisons between the Pre-Alumni Association and their respective school. Duties of the Members-at-Large shall include, but not be limited to: representing the interest of their respective school and coordinating at least two student council meetings in their perspective schools per semester.
- Part I: **Miss Meharry**  
Miss Meharry shall serve as the official community ambassador for Meharry Medical College and its mission. Duties of Miss Meharry shall include, but not be limited to: overseeing Miss School of Medicine, Miss School of Dentistry, Miss School of Graduate Studies and Research activities; overseeing and presenting written reports from the Community Service Committee of the Pre-Alumni Association; and coordinating at least two community service projects per semester. The court will serve as liaisons to their respective schools as community ambassadors.
- Part J: **Mr. Meharry**  
Mr. Meharry shall serve as the official community ambassador for Meharry Medical College and its mission. Duties of Mr. Meharry shall include, but not be limited to: overseeing the activities of Black History Month and coordinating at least one community service project per semester.
- Part K: **Student Observer to the Board of Trustees**  
Student Observer shall serve as a liaison between the Board of Trustees of Meharry Medical College and the Pre-Alumni Association. Duties of the Student Observer to the Board shall include, but not be limited to: chairing the Elections committee; attending the Student Affairs and Academic Affairs Committee meetings of the Board of Trustees; and attending each Board of Trustees meeting.
- Part L: **Liaison to Alumni Affairs**  
Liaison to Alumni affairs is charged with strengthening communication between the Pre Alumni Association and the Meharry National Alumni Association, which will include fundraising projects, networking, facilitating the transition from student to alumnus at Meharry Medical College, coordinating all reports to the Meharry National Alumni Board of Management one month prior to each of the quarterly meetings (November, February, and May); and attending the meetings of and the Meharry National Alumni Board of Management.

### ARTICLE III

#### DUES

Section I Each member of the Pre-Alumni Association shall pay a yearly membership as determined by the college and approved by the Board of Trustees.

### ARTICLE IV

#### AUTHORITY AND DISPUTES

Section I The final authority in points of disorder shall be Robert's Rules of Order.

Section II Attendance by all board members at Executive Board meetings and the major Pre-Alumni events are required. In the event that a board member is absent 3 times, they will be contacted by the advisor to assess their ability to continue to serve. A fourth absence will be grounds for replacement on the executive board.

### ARTICLE V

#### ELECTIONS

Section I Elections shall take place during the spring semester preceding the annual Pre-Alumni Ball where election results are to be announced. At least two interest meetings shall be held by the Elections Committee in the spring semester, where candidates will be informed of requirements, deadlines, rules and responsibilities.

Section II In the event of a tie, a run-off with the involved candidates will be held.

Section III No member of the Elections Committee shall be eligible to campaign for an office.

Section IV Each Pre-Alumni Council candidate must submit a petition, signed by at least twenty five (25) students.

Section V The Letter of Intent should include: candidate's name, school, year, desired position, and contact information (phone, email, and address); assets that the candidate will contribute to the position; and the letter of intent must also include a brief description of the

candidates duties in community service and/or campus involvement.

Section VI The Letter of Intent and signed petition with academic clearance shall be submitted to a location designated by the Elections Committee.

Section VII All candidates are expected to campaign. The Election Committee will determine when campaigning will occur. Campaigning can only occur before 8am, between 12 noon and 1 pm, and after 5 pm on weekdays. Infractions to campaigning rules will be dealt with by the Elections Committee. Consequences may include a warning or disqualification. No current pre-alumni officer shall support any candidate, including: wearing campaign materials and handing out campaign materials.

Section VIII Campaign materials include, but are not limited to, fliers, posters, and usage of electronic communication. Campaign materials may only be posted on approved surfaces for the length of time set forth by the Elections Committee. The Pre Alumni Association Executive Board will sponsor one campaign social networking event for all candidates for the Pre Alumni Executive Board positions.

Section IX All candidates for office shall be presented at a forum of the student body for the purpose of describing their respective platforms. Pre-Alumni Presidential candidates as well as Mister and Miss Meharry will be allowed five minutes for speaking, all other candidates will be allowed three minutes.

Constitution Amended on Saturday, February 12, 2009

Committee Members: Eric Davis  
Laveil Allen  
Tolu Adeyemo  
Angel Moore  
Kristal Brown  
Tatiana Cardenas  
Dorothy Russ  
LaVonne Hairston  
Kristen Crawford  
Shea Beard  
Robyn Turner  
Katt Scott  
Angie Curtis