

Bylaws of The Union Auxiliary

ARTICLE I—NAME

The name of this organization shall be THE UNION AUXILIARY of Union University, hereafter referred to as The Auxiliary.

ARTICLE II—PURPOSE

The purpose of The Union Auxiliary is to provide support to Union University through the provision of scholarships and service to students. The Auxiliary seeks to aid Union in its mission to operate as an excellence-driven, Christ-centered, people-focused, and future-directed institution. The organization will strive to enhance the visibility of Union in the community by developing awareness that channels into active support.

ARTICLE III—MEMBERSHIP

Section 1. Membership will consist of men and women interested in the purpose of The Auxiliary. All memberships must be renewed annually.

Gift Recognition Levels:

Lanese Dockery Scholarship Circle—members who have made cumulative gifts to The Auxiliary totaling \$5,000 or more.

Ethel Watters Scholarship Circle—members who have made cumulative gifts to The Auxiliary totaling \$2,500 to \$4,999.

Mary Jean Craig Scholarship Circle—members who have made cumulative gifts to The Auxiliary totaling \$1,000 to \$2,499.

Joyce Barefoot Scholarship Circle—members who have made cumulative gifts to The Auxiliary totaling \$500 to \$999.

UU Partner—members making an annual gift of \$100 to \$499.

Cardinal Partner—members making an annual gift of \$50 to \$99.

Bulldog Partner—members making an annual gift of \$25 to \$49.

Named Endowed Funds—gifts of \$10,000 or more can be designated to establish a named endowment fund within The Auxiliary's scholarship gift program. All gifts for this purpose will be invested in an endowed account managed by the University. The net income allowable according to University policy, currently 4%, will be available annually for Union Auxiliary scholarship awards to eligible students. Awards will be made in accordance with the donor's intent and governed by the standard procedures established and administered by Union University's Financial Aid Committee in collaboration with The Union Auxiliary Scholarship Committee.

Keith and Beverly Absher Endowed Scholarship

Morris Crocker Endowed Scholarship

David and Lanese Dockery Endowed Scholarship

William Herman and Ruby Leggett Endowed Scholarship

Section 2. All Auxiliary members will receive *The Unionite* as published and regular newsletters of The Auxiliary, *The Difference*.

Section 3. Ninety percent of all membership receipts shall go directly into The Auxiliary Endowment Fund, or its designated endowment subsidiaries. Interest earned by this Fund or its designated subsidiaries shall be transferred regularly to The Auxiliary Operating Fund for distribution to scholarship recipients. Ten percent of membership receipts, including receipts to establish named endowed funds, will be deposited into The Auxiliary Operating Fund.

At the end of each fiscal year the Executive Committee shall review any unexpended funds in the Operating Fund not pledged for outstanding bills. Any surplus funds may be transferred to The Auxiliary Endowment Fund or to some other Auxiliary project.

ARTICLE IV—OFFICERS

The officers of The Auxiliary shall be: President, First Vice President for Administration, Vice President for Membership, Vice President for Programs, and Vice President for Student Support. These will constitute the Executive Committee to meet on call of the President.

ARTICLE V—ELECTION OF OFFICERS

Section 1. A Nominating Committee of three members shall be appointed by the President in the spring in even-numbered years to serve for two years. It shall present a slate of officers at the fall membership meeting; nominations from the floor may be made with the prior consent of the nominee.

Section 2. Election, or appointment, is for a term of two years. Officers shall assume responsibility immediately following the Membership meeting in which they were elected and serve until their successors have been duly elected.

Section 3. Should an office become vacant before the incumbent's term expires, the President may appoint someone to fill the unexpired term.

Section 4. Terms of officers elected and/or appointed shall correspond to the 2-year terms of The Auxiliary officers. Officers may be re-elected for additional terms under the same election procedures.

ARTICLE VI—DUTIES OF OFFICERS

Each Vice President shall designate a Chair for their respective committee.

Section 1. The President serves on the Executive Committee and is responsible for providing general leadership and oversight to The Auxiliary and its operations, effectively conducting the program to advance its purpose of scholarship provision and student service, as well as enhancing Union's visibility within the community by expanding awareness that channels into active support. This position presides over all membership meetings, the Executive Committee, and all activities of the chairs and co-chairs to ensure the fulfillment of The Auxiliary's mission. This position represents The Auxiliary within

the Union community, serves as an ex-officio member of all committees except the Nominating Committee, and holds the authority to appoint special committees as deemed necessary.

Section 2. The First Vice President for Administration serves on the Executive Committee, assists the President in providing oversight for all activities of The Auxiliary and keeps accurate records of all Auxiliary memberships received, providing membership reports for the Executive Committee meetings. This position also oversees the work of the Bylaws (serving as ex-officio member) and Communication Committees, and shall perform all duties of the President in the absence or incapacity of that officer. This position serves in a blended role, performing the duties of Secretary, Treasurer, and Historian:

Secretary

The secretarial component of this position prepares and retains the minutes of all Membership and Executive Committee meetings. Maintains records of membership.

Treasurer

The Treasurer aspect of this position acts as financial officer and advisor to The Auxiliary, able to assess the financial implications of proposed actions by the Executive Committee. This position is charged with observing the financial direction of the organization, identify possible financial problems and bring these such problems to the attention of the Executive Committee for its consideration. In addition, this position is responsible for all monies received by The Auxiliary, paying out only such sums authorized by the Executive Committee and keeping accurate records of all receipts and disbursements received and made by The Auxiliary. The First Vice President for Administration acts as an authorized signor for all checks written from the organization's account. This position shall receive, hold, and safeguard, in the capacity of an Executive Committee member and financial advisor, all funds for the organization.

Historian

The Historian aspect of this position bears the responsibility for preserving the history of The Auxiliary in the form(s) approved by the Executive Committee.

Section 3. The Vice President for Membership serves on the Executive Committee and is responsible for managing all aspects of the membership function of The Auxiliary, including achieving an increase in membership. This position responds to requests for information about membership through e-mails, telephone calls, personal contacts and correspondence; compiles all application materials for presentation to the Executive Committee for voting; directs the annual membership renewal process, including notifications, renewal forms, bulk mailings, and follow-up as required with existing members who have not yet renewed or submitted payment for dues. In addition, this position notifies each applicant in writing of membership status; maintains supplies of membership materials, coordinates events for prospective members; and manages information for a member directory.

Section 4. The Vice President for Programs serves on the Executive Committee and is responsible for providing oversight to the work of the Program Committee, taking the initiative for planning, designing and producing all programs hosted by The Auxiliary, which are consistent with its mission. This position helps identify the desired outcomes of events and recommends best practices to the Executive Committee regarding ways to execute successful programs for both The Auxiliary and the students it serves. Based on the outcomes and best practices, this position provides budgetary and logistic recommendations to the Executive Committee for its consideration of event details. This position also serves as concierge and host for the event, coordinating all aspects of the event – including schedules,

guest list, venue, guest speaker(s), entertainment, invitations, catering, audio/visual needs, and event décor.

Section 5. The Vice President for Student Support serves on the Executive Committee and is responsible for providing oversight to the work of the International Students Committee, the Scholarship Committee, the Student Support Committee, and the Students of Missionaries Committee. This position responds to and coordinates both The Auxiliary and Union University resources to support the needs and mission of these respective committees for the purpose of addressing University requests to meet the physical, emotional, and spiritual needs of individual students and student groups, (e.g. EDGE Program, Mosaic, and students with disabilities). This position works in concert with the committee chairs to welcome international students and their families on behalf of The Auxiliary, as well as ministers to the needs and provides encouragement to missionaries' children during their study at the University.

ARTICLE VII—DUTIES OF COMMITTEE CHAIRS

The following committee chairs are on call by the President for any executive meeting deemed essential. Each Committee Chair shall designate an assistant (Co-) Chair to provide leadership in the absence of the Chair and to accomplish succession planning for the Committee.

Section 6. The Bylaws Chair reports directly to the First Vice President for Administration and works with the President of The Auxiliary and other members to assemble in written form the official Bylaws of the Auxiliary. This position records the parameters of the organization, and articulates the number of Executive Committee members in The Auxiliary; the roles and responsibilities of the Executive Committee Members, Chairs, and Co-Chairs. At the direction of the Executive Committee, this position will coordinate the development and maintenance of policies and procedures to be used by The Auxiliary. Drafts of these documents are to be presented to the Executive Committee for approval. The First Vice President for Administration shall serve as an ex-officio member of the Bylaws Committee.

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

Section 7. The Communication Chair reports directly to the First Vice President for Administration and is responsible for publicizing the work and membership meetings of The Auxiliary through all available media resources, including newsletters, event announcements, and social media activities. When appropriate, articles or event details should be submitted to local advertising venues (magazines, newspapers, or appropriate social media sites) to enhance the event's visibility. This position also works with the Executive Committee to develop and implement an effective strategy to promote awareness, sponsorship, and event participation to advance the mission of The Auxiliary.

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

Section 8. The Membership Chair will be the same person holding the position of Vice President for Membership and is responsible for creating and implementing a membership plan; promoting membership throughout the year; collecting applications, renewals, and membership dues; and distributing membership information. This position is also responsible for attracting new members,

retaining previous members, maintaining accurate membership information and records, and reporting this information to the Executive Committee.

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

Section 9. The Program Chair reports directly to the Vice President for Programs and is responsible for providing support to the Vice President for Programs by assisting in all activities associated with event planning for The Auxiliary. This position actively assists and participates in coordinating all aspects of the events – including schedules, guest lists, venues, guest speaker(s), entertainment, invitations, catering, audio/visual needs, and event décor. This position will also engage in providing hospitality for speakers, members, guests, and students at The Auxiliary events.

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

Section 10. The International Students Chair reports directly to the Vice President for Student Support and is responsible for providing a welcoming, engaging environment for both international students and their families to the campus on behalf of The Auxiliary. This position also assists in meeting the needs and addressing the requests of both groups throughout the year.

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

Section 11. The Scholarship Chair reports directly to the Vice President for Student Support and is responsible for the selection of scholarship recipients, as funds and/or applicants are available, and for service to scholarship recipients as needed during their enrollment in the University. This position will provide oversight for the scholarship application process, selection process, recipient notification process, and coordination of scholarship presentation to the selected individuals. This position will work collaboratively with the University Student Financial Planning Officer, The Auxiliary President, the First Vice President for Administration, and the individual(s) for whom the specific scholarship(s) is (are) named (if honoree so desires) in the full progression of scholarship awards.

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

Section 12. The Student Support Chair reports directly to the Vice President for Student Support and is responsible for responding to and coordinating Auxiliary resources in addressing requests from the University to meet the physical, emotional, and spiritual needs of individual students and student groups (e.g. EDGE Program, Mosaic, and students with disabilities).

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

Section 13. The Students of Missionaries Chair reports directly to the Vice President for Student Support and is responsible for participating in efforts to minister to missionaries' children during their study at the University, both to their needs and to their encouragement. Duties may include sending

birthday cards, care packages, general student hospitality and help in keeping this student segment connected with the University's Student Life.

The Co-Chair supports the Chair in these responsibilities and shall perform all duties in the absence of the Chair, including presiding over committee meetings.

ARTICLE VIII—AMENDMENTS OF BYLAWS

Amendment by Membership. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of The Union Auxiliary members present at any Membership meeting. No such amendment shall alter or affect the relationship between The Union Auxiliary and Union University without approval of the President of the University. Such amendments shall be effective immediately upon adoption.

ARTICLE IX—GENERAL PROVISIONS

Section 1. Gifts—The Auxiliary shall be authorized to receive gifts, legacies, and bequests for the benefit of the University in accordance with the Internal Revenue Service guidelines prescribed for the University.

Section 2. Reimbursements—Executive Committee members and all Committee members shall be entitled to reimbursement for actual, reasonable expenses incurred in the implementation of activities of the Auxiliary provided such expenses have been approved by the President.

ARTICLE X—PARLIAMENTARY AUTHORITY

The Auxiliary shall be governed by *Robert's Rules of Order, Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.

Revised 10/12/2010; revised 7/24/2013, revised 10/16/2014, revised 9/13/2016