MLC Auxiliary
MARTIN LUTHER COLLEGE

MLC Auxiliary Bylaws

Section I

ANNUAL MEETING

1. The annual meeting will be held in the fall at Martin Luther College. The Auxiliary Board will determine the date.
2. Any members in attendance at the meeting will have the right to vote on the business and projects of the Auxiliary.
3. The suggested order of business will be:
    a. Opening devotion
    b. Call to order
    c. Messages from the college
    d. Student thank-you messages and presentations
    e. Financial report
    f. MLC Auxiliary president's report
    g. Project presentations
    h. Voting - board members and current projects
    i. Updates and discussion as needed
    j. Announcements
    k. Adjournment and closing prayer and/or devotion

BOARD MEETINGS

1. The Auxiliary Board will meet regularly no fewer than four times per year. The first meeting will occur closely following the annual meeting to determine next year's meeting schedule and topics. A suggested meeting plan would be:
    a. January - Plan spring events
    b. April - Plan graduation events
    c. July - Plan communications and pick the items to focus on each year

   d. September - Plan fall events and annual meeting
2. Meetings of the Auxiliary Board will be held at mutually agreeable times and places, and virtual attendance via voice or video conferencing will be allowed so that those unable to attend in person may still participate.

Section II
FINANCIAL SUPPORT

1. The Auxiliary's financial support consists of the offering from the annual meeting and contributions from congregations, groups, and individuals throughout the year. MLC provides financial oversight.
2. The Auxiliary's fiscal year will begin on July 1 of any year and close on June 30 of the following year.

Section III
DUTIES OF BOARD MEMBERS

A. ELECTED: There will be a general call-out to receive and submit nominations for second vice president, the pastoral advisor, the secretary, and the communications officer when the current terms end. These nominations will be shared with the first vice president and presented at the annual meeting for voting.
   1. The **secretary:**
      a. Is elected for a two-year term at the annual meeting.
      b. Will handle and coordinate communication for the Auxiliary and the Auxiliary Board.
      c. Will report on all the Auxiliary meetings.
      d. Together with the second vice president, will ensure historical documentation of all Auxiliary proceedings.

   2. The **second vice-president**:
      a. Is elected at the annual meeting for a three-year term, moving to first vice president in the second year, and president in the third year.
      b. Will be in charge of sending thank-yous and other correspondence.
      c. Will act as the organization's historian, with assistance from the secretary.
      d. Will perform all duties of the first vice president should that person be unable to serve.

3. The **first vice president:**
    a. Is in the second year of an elected three-year term.
    b. Will become president in the third year of the three-year term.
    c. Will secure open board position nominations before annual meeting.
    d. Will perform all duties of the president should that person be unable to serve.

4. The **president:**
    a. Is in the third year of an elected three-year term.
    b. Will preside at all organization and Auxiliary Board meetings.
    c. Will call special meetings of the Auxiliary Board.
    d. Will send cards to all graduates.
    e. Will be in charge of sending out meeting invitations.
    f. Will conduct the meetings in an orderly manner.

5. The **pastoral advisor:**
    a. Is elected for a two-year term at the annual meeting.
    b. Will find his own replacement candidate(s). If one can't be found, he will work with the first vice president to find others to nominate.
    c. Will provide spiritual counsel to Auxiliary members at meetings.
    d. Will prepare and present a 5- to 10-minute devotion and prayer at each board meeting.
    e. Will prepare and present a devotion and/or prayer at the annual meeting.

6. The **communications coordinator**: (temporary position added Sept. 2026 on a trial basis, filled by Board appointment until election occurs Fall 2028)
    a. Is elected for a term of two years.
    b. Will work in conjunction with the other Board members and the MLC Liaison to gather information and post on various social media platforms according to the Board's communication plan.
    c. Will work with the Student Life office to update the digital signs according to the communication plan decided on by the Board.
    d. Will work in conjunction with the MLC Liaison to communicate actions or decisions.

B. NON-ELECTED

1. The **MLC Liaison:**
    a. Will coordinate the use of resources so that the Auxiliary can carry out the following effectively:
        i. Meetings
        ii. Projects
        iii. Promotions
        iv. Events
    b. Will be appointed through the Office of Mission Advancement.
    c. Will coordinate with Financial Services, Communications, and other departments as needed to fulfill the needs of the Auxiliary.
    d. Will coordinate with the Board to represent the Auxiliary as needed.

3. Treasurer Services:

The Financial Services department, in coordination with the MLC Liaison:

a. Will authorize payment of projects and approved expenses as funding permits.
b. Will provide copies of current financial reports for all Auxiliary meetings.
c. Will coordinate with the Office of Mission Advancement to provide written acknowledgment to contributors to the Auxiliary.

Section IV

AMENDMENTS

The bylaws may be amended at any of the Auxiliary Board meetings by a majority vote of members present. Changes will be presented at the annual meeting.