



# **National Alumni Association Constitution & Bylaws**

*Amended March 2, 2019  
Mid-Winter Conference  
Dallas, TX*

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# CONSTITUTION

## ARTICLE I - NAME

The organization shall be known as the *Alcorn State University National Alumni Association, Incorporated*, hereinafter, referred to as “Alumni Association.”

## ARTICLE II – MISSION AND OBJECTIVES

The mission of the Alumni Association is to communicate with and bring value to the alumni body and to support, actively and financially, the goals of the University.

The goal of the Alumni Association is to promote the best interests of Alcorn State University and its alumni. The objectives are:

- To promote and provide services to Alcorn State University, its students and alumni.
- To encourage continued growth, personally and professionally, and a spirit of fellowship among alumni.
- To assist in the recruitment of students.
- To work and plan in securing gifts to the University and to expand the financial support by alumni and other contributors.
- To recognize the distinguished services of the alumni.

## ARTICLE III – LOCATION OF OFFICE

The office of the Director of Development and Alumni Relations, located on the campus of Alcorn State University, Lorman, Mississippi, serves as liaison for the National Alumni Association. The Alumni Association shall maintain a post office box at the Alcorn State University Campus.

## ARTICLE IV – ALUMNI ASSOCIATION SEAL

The seal shall be circular in form and shall have been inscribed with the following words: *“Alcorn State University Lorman, MISS, Alumni Association, 1831 The Gold and Purple Forever”*. The Executive Secretary of the Association shall be the custodian of the seal. The failure to affix the seal of the Alumni Association to any document or instrument shall in nowise affect the validity of such or instrument.

## ARTICLE V - PERIOD OF EXISTENCE

### Section 1. Period of Existence

The Alumni Association shall have continuous and perpetual existence.

## **Section 2. Dissolution**

If the Alumni Association is dissolved at any time, unless otherwise ordered by a court of competent jurisdiction, no part of its funds or property shall be distributed to or among its members. The organization may dissolve only with authorization given at a special meeting called for that purpose and with subsequent approval by two-thirds vote of the financial members. After payment of substantiated and documented indebtedness of the organization, all surplus funds and properties shall be transferred to the ASU Alumni Foundation and /or Alcorn State University Foundation.

# **ARTICLE VI - MEMBERSHIP**

## **Section 1. Classes of Membership**

Membership in the Alumni Association shall consist of the following groups: Annual, Life, Associate, Honorary, At-Large, Exempt, Current Student and New Graduate.

## **Section 2. Eligibility and Active Membership**

1. Recipients of all degrees heretofore or hereafter granted by or recommended for degrees from any department of Alcorn State University and those persons who completed a minimum of six semester credit hour(s) of course work at the undergraduate or graduate level are eligible to become a member of the National Alumni Association.
2. Active membership into the Association is granted to:
  - a. a graduating student (undergraduate or graduate) at graduation and expires in December of the following year. The new graduate will be granted a one-time free membership.
  - b. any eligible individual that has paid their current annual dues.

## **Section 3. Annual Membership**

Any individual that meets the criteria outlined herein is eligible for active membership into the Alumni Association upon payment of National and Local Chapter annual dues. Active membership entitles the recipient to participate in any Alumni Association meeting or activities that do not have a separate participation assessment. Annual members have full voting privileges (unless specified delegates are required), are eligible to hold office at the local and national level and may participate as committee chair or member.

## **Section 4. Associate Membership**

Associate Members shall be any friend, faculty or staff member of Alcorn State University or spouse of an Alcornite who has demonstrated genuine interest in Alcorn State University and expressed a desire of being affiliated as a member. An Associate Membership shall be approved by two-thirds of the local alumni chapter's voting body present at the time of recommendation. An Associate Member shall pay an annual sum prescribed in the By-Laws. Associate Members have voting privileges but are not eligible to hold a national office in the Alumni Association or become members of the Board of Directors.

### **Section 5. Honorary Membership**

Any person, who did not attend Alcorn State University, but has shown outstanding and meritorious service to Alcorn State University or the Alumni Association, upon two-thirds vote of the Executive Board and approved by a majority vote at the Mid-Winter Conference will be selected for Honorary Membership in the ASUNAA. Honorary Members will have no voting privileges, are not eligible to hold an office in the Alumni Association or become a member of the Board of Directors.

### **Section 6. New Graduate Membership**

All New Graduates will be given up to one and a half years of complimentary active membership in the Alumni Association upon receipt of their degrees, to expire December 31st of the year following their graduation. New Graduates shall only receive full rights and privileges of membership, including voting privileges, unless they are affiliated with a local chapter.

### **Section 7. Current Student Membership**

Student members may include pre-professional and graduate students who are presently matriculating at Alcorn State University and hold membership in the ASU Student Chapter. Only the Student Representative will have voting privileges and shall act as a liaison between the student body and the Alumni Association.

### **Section 8. Life Membership**

Life membership is available for any annual dues paying member who elects to pay a set assessment that will exclude them from having to pay annual national dues. Life membership in the Alumni Association does not relieve the member from local dues and assessments. Life members have the same rights and privileges of annual paying members.

### **Section 9. At-Large Membership**

Any individual, who meets the membership eligibility requirements, is not located in close proximity to an active alumni chapter and is not a Life Member is eligible for At-Large Membership upon payment of annual national dues. At-Large members have the same rights and privileges of any annual paying members.

### **Section 10. Exempt Membership**

Exempt membership status in the Alumni Association is granted to active members 70 years of age and older that have demonstrated at least fifteen (15) years of consecutive active and financial service to the Alumni Association. These members do not pay national dues. Exempt membership in the Alumni Association does not relieve the member from local dues and assessments. Exempt members have the same rights and privileges of annual paying members.

### **Section 11. Termination of Membership**

A member who wishes to discontinue their membership after he/she has paid national and local chapter dues for the current year will not be entitled to reimbursement of national dues. Reimbursement of local dues will be left up to the discretion of the local chapter.

Members who participate in a manner that brings reproach or discredit to the University or the National Alumni Association may be subject to potential termination of membership, or other penalty or action as determined by the Board of Directors.

### **Section 12. Membership Card**

Each member of the Alumni Association shall receive an appropriate membership card.

### **Section 13. Membership Dues**

National membership dues are due by December 31st of each year to the Executive Secretary. Membership dues shall be established and revised by the Board of Directors.

## **ARTICLE VII - CHAPTERS**

### **Section 1. Chapter Establishment**

The Alumni Association may establish local chapters whenever five or more Alcornites reside in any one locality that provides acceptable conditions as prescribed in the Constitution and By-Laws of the Alumni Association (Article VII, Section 2 in the Constitution and Article II, Section 1 in the Bylaws).

### **Section 2. Chapter Charters**

A chapter shall be chartered by instruments duly executed by the President and Executive Secretary on proper application of at least five Alumni Association members. Such application shall include a list of the officers of the said chapter including a President, Vice President, Secretary and Treasurer. Other officers may be elected at the discretion of the local chapter, such as Assistant Secretary, Chaplain, etc.

Any local chapter that receives or has received its charter from the Alumni Association shall operate in and be subject to the policies and procedures outlined in the Association's Constitution and Bylaws, Standard Operating and Procedures and other governing or organizing documents.



## **ARTICLE VIII - GOVERNANCE**

### **Section 1. National Officers**

The officers of the Alumni Association shall be as follows: President, First Vice President, Second Vice President, Executive Secretary, Recording Secretary, Assistant Recording Secretary, Treasurer, Chaplain, Parliamentarian, Sergeant-at-Arms, Historian, and the Immediate Past President.

The Sergeant-at-Arms and Historian may be appointed by the President at the beginning of the President's term and a designee may be appointed in the absence of the Sergeant-at-Arms at any meeting.

### **Section 2. Executive Committee**

The Executive Committee is composed of the President, First Vice President, Second Vice President, Executive Secretary, Recording Secretary, Assistant Recording Secretary, Treasurer, Chaplain, Parliamentarian, Sergeant-at-Arms, Historian and the Immediate Past President.

### **Section 3. Board of Directors**

The Board of Directors will consist of the members of the Executive Committee, Standing Committee Chairs, Director of Development and Alumni Affairs, the presidents of the active local chapters or their designated representative and the Alumni Foundation Board of Directors Chairman.

### **Section 4. Elections**

1. The election of national officers shall be held after the Mid-Winter Conference and before the Alumni Weekend/Reunion every other year (even number years) of the Alumni Association.
2. No Associate or Honorary member shall hold national office nor serve as president of any local chapter.
3. The Nominating Committee is charged with identifying candidates to fill the leadership positions of the National Alumni Association. The committee shall prepare a slate of candidates to be presented at the Mid-Winter Conference of the election year. The members of the Nominating Committee shall be elected by the voting delegates at the Mid-Winter Conference preceding the election year.
  - a. Prospective candidates for office shall complete a Nomination Packet by the deadline established by the Nominating Committee. The packet shall include a signed Financial Disclosure Form that verifies a candidate's giving to the university or alumni foundation.

- b. Members nominated for office must give written verification to the committee of their acceptance of the nomination and their consent to serve, if elected, before being added to the slate of officers and the ballot
  - c. Members nominated for office must be registered and present at the Mid-Winter Conference in which they are nominated.
  - d. Members may be nominated from the floor for any office in the National Alumni Association and must be registered and present at the MidWinter Conference to accept the nomination and during the vetting process
  - e. In the event there is only one (1) candidate for an office and there are no nominations from the floor for that respective office, the presiding officer may entertain a motion that the candidate be elected without going through the formal balloting process.
4. The Elections Committee shall:
- a) be appointed by the President after the members of the Nominating Committee are elected;
  - b) prepare the official ballot from the slate of candidates provided by the nominating Committee;
  - c) secure the official list of voting delegates from the Executive Secretary or the Credentials Chair;
  - d) ensure that all voting delegates are issued a ballot or a device if using an electronic balloting method;
  - e) collect and tally the ballots if the election is conducted using paper ballots. The Elections Committee shall advise all candidates for office of the date, time and location at which the ballots will be tallied. Each candidate for office may have one poll watcher present to observe the official counting of the ballot, if desired.
  - f) The results of the election shall be announced in the last business session by the Elections Committee.
5. No member of the Nominating Committee shall serve on the Elections Committee.
6. In the event a tie is recorded for candidates on the first ballot, a re-balloting process shall be conducted until such time as a majority vote can be achieved. If no majority is achieved after two (2) rounds of reballoting, the candidate with the highest number of votes shall be elected.

### **Section 5. Terms of Office**

- 1. The national officers shall be sworn in during the December Quarterly Business Meeting after election results are published.
- 2. The tenure of all national officers shall be a two-year term to run from January 1<sup>st</sup> through December 31<sup>st</sup>.
- 3. No member may serve in a given office for more than two (2) consecutive terms.
- 4. The term of office of an elected officer shall begin with the election and installation of such officer and end with the election and installation of his or her successor.

5. In the event a term is not completed in its entirety, excluding the office of President, the President of the Alumni Association shall appoint an individual to complete the term. With the approval of the Executive Committee, this individual shall serve the completion of the un-expired term. A permanent replacement will be elected during the next regular election of officers.
6. Any officer completing a vacated position may serve two consecutive terms thereafter in said position.
7. Should the President become unable to complete his/her term of office, the First Vice President will assume the position of President until the term expires.

**Section 6. Vacancies**

1. Any vacancy in a National Elected Office, occurring during the interim, shall be filled by appointment from the National Alumni Association President with the approval of the Executive Committee. The exception shall be the vacancy in the Office of the Alumni Association President, which shall be filled by the First Vice President.
2. The Executive Committee shall approve or disapprove the appointee by a majority vote at any meeting of the Committee, provided a quorum is present.
3. Candidates for an appointment must meet eligibility requirements of the position as stated in the Constitution to the extent possible. Any person so appointed shall hold office until the next regularly scheduled election for that position.

**ARTICLE IX - QUALIFICATIONS**

All candidates for National Office shall meet the following requirements:

1. All candidates for an elected office shall have contributed to a minimum of \$250 per year to the Alumni Foundation or the ASU Foundation for a period of three (3) consecutive years before his or her nomination.
2. Shall have active financial membership status during the complete tenure of office.
3. Shall have been a registered attendant of at least one of the Mid-Winter Conferences within the last three (3) years.

**ARTICLE X - ALUMNI ASSOCIATION MEETINGS**

**Section 1. Regular Meeting**

1. Annual Convention

1. The annual convention of the Alumni Association, hereinafter referred to as the “Mid-Winter Conference”, will be held during the last week of February, unless another date, place and time is decided by the Board of Directors due to circumstances beyond the organization’s control.
2. The purpose of the meeting is to elect officers, receive reports, and transacting such other business as shall properly come before the Alumni Association.
3. The Mid-Winter Conference will rotate as follows: one year in Mississippi and two years

outside of Mississippi.

4. **Voting Body:** The voting body of the MidWinter Conference shall be comprised of the following:
  - a. Elected and Appointed Officers
  - b. Standing Committee Chairs
  - c. Director of Development and Alumni Affairs
  - d. Alumni Foundation Board of Directors Chairman
  - e. Delegates from all financial chapters in good standing.
  - f. All chapters shall vote through their respective delegates. Alternate delegates shall not vote unless a respective delegate is absent at the time of casting ballots.
5. **Chapter Delegates:** The apportionment of delegate votes is predicated upon a chapter's financial status, financial membership numbers and compliance status as of the last Monday in January of each year.
6. **Quorum:** The quorum of the Mid-Winter Conference shall be a majority of the voting delegates who have been registered with the Credentials Committee as in attendance, providing that at least one-third (1/3) of the financial chapters in good standing are represented.

#### Section 2. Board of Directors Meetings

1. The Board of Directors shall meet four times a year on dates that shall be set by its members. Additional meetings shall be called by the Alumni Association President.
2. The quorum shall consist of four members of the Executive Committee and at least ten percent (10%) representation from financial chapters in good standing.

#### Section 3. Executive Committee Meetings

1. The Executive Committee shall meet on a quarterly basis each year. Additional meetings shall be called by the Alumni Association President.
2. The quorum shall consist of a simple majority of the committee members.

#### **Article X – Alumni Association Meetings, Section 4. Special Meetings**

1. Special meetings that require the full attention of Alumni Association shall be called by the President, upon petition executed by no less than ten (10) financial chapters in good standing or upon the request of two-thirds (2/3) of the members of the Board of Directors.

2. The voting body and quorum for this meeting shall follow the same composition as that of the Mid-Winter Conference.
3. The only business that shall be transacted at this meeting are the items that are contained in the meeting notice.

## **ARTICLE XI - COMMITTEES**

### **Section 1. Standing Committees**

1. The Standing Committees shall be: Agriculture, Audit, Awards and Recognition, Budget/Finance, Constitution and Bylaws, Fundraising, Legislative Affairs, Long-Range and Strategic Planning, Membership and Standard Operating Procedures.
2. They shall perform such duties as authorized and defined in the governing documents of the Alumni Association. Additional duties may be assigned by the Executive Committee or the Board of Directors.
3. Standing Committees may be established or dissolved by a majority vote of the Board of Directors.
4. Each Standing Committee shall be composed of not less than five (5) active members of the Alumni Association.
5. Chairpersons of Standing Committees shall be appointed by the President of the Alumni Association.
6. Committee Chairs are responsible for the selection of their committee members unless a specific individual has been designated by the Executive Committee, Board of Directors or National President to serve on a specific committee.
7. No member shall serve as chairman of more than one standing committee at a time.

### **Section 2. Ad Hoc Committees**

Ad Hoc Committees may be established for a specific need or purpose in accordance with the Alumni Association's mission as indicated in Article II of the Constitution. They shall cease to exist when said need or purpose has been served. All Ad Hoc Committees shall be appointed by the President or the Board of Directors, except the Nominating Committee. The members of the Nominating Committee shall be elected at the Mid-Winter Conference.

## **ARTICLE XII - DUES AND REVENUE**

### **Section 1. Dues**

Any individual financially active in a local chapter must also be a financially active member of the National Alumni Association. Each Annual, Life, Associate, Honorary, At-Large and Exempt member of an alumni chapter shall contribute to the Alumni Association such amounts as fixed by the Board of Directors. Dues and fees should be evaluated at intervals to determine if an increase is needed to support the organization.

## **Section 2. Revenues**

Revenue from sources other than contributions from association members may be raised as provided in the By-Laws, Article VII, Sections 1 and 2.

## **Section 3. Recognition for Giving**

Special recognition shall be given to persons contributing \$5,000.00 or more in the annual giving report.

## **Section 4. Assessments**

Alumni who are not financially active in the National Alumni Association will be charged an administrative fee per conference registration or event not less than 1.5 times the member fee registration.

# **ARTICLE XIII - OFFICIAL PUBLICATION**

## **Section 1. Newsletter**

The Alumni Association will work with the University, the Office of Development and Alumni Relations and other entities to bring forth and distribute alumni publication.

## **Section 2. Distribution**

Each member of the Alumni Association shall be entitled to receive a copy of each official publication and such right shall continue as long as he/she remains a member in good standing.

# **ARTICLE XIV – AMENDMENTS TO THE CONSTITUTION**

## **Section 1. Revisions**

1. Proposed amendments shall be submitted, in writing, to the Constitution and Bylaws Committee, prior to the deadline of submitting proposed changes to the Board of Directors for review. The following can submit proposed changes:
  - a. any active chapter of the Alumni Association
  - b. the Executive Committee
  - c. the Board of Directors
  - d. any Standing Committees
2. The Constitution and Bylaws Committee shall compile and send proposed amendments to the Board of Directors for review and approval by the voting delegates thirty (30) days before the Mid-Winter Conference.

## **Section 2. Adoption**

1. The proposed amendment or amendments shall be read and voted upon by the assembled delegation at the Mid-Winter Conference in session. A two-thirds (2/3) vote of the voting delegates, present and voting shall be necessary to pass the amendment or amendments

2. All adopted amendments take effect immediately, unless a future date has been specified.

**Section 3. Chapter Constitutions**

Each local alumni chapter shall adopt bylaws that are consistent with the National Constitution and Bylaws and shall not have constitutions.

**ARTICLE XV – OFFICIAL YEAR**

The official year of the Alumni Association will be January 1 through December 31.

# BYLAWS

## ARTICLE I - MEMBERSHIP

### Section 1. Membership

Membership is covered in Article VI of the Constitution.

## ARTICLE II - LOCAL CHAPTERS

### Section 1. Chapter Establishment

The Alumni Association may establish local chapters whenever five or more active alumni members (as defined in Article VI in the Constitution) reside in any one location and meet the qualifications as stated in the Association's Constitution and Bylaws. Upon completion of the Chapter Charter Application Packet and instruments duly executed by the President and Executive Secretary, chapters may be chartered by the Executive Committee.

### Section 2. Chapter Membership and Participation

#### 1. Membership

A chapter shall be any organized affiliation of five (5) or more active alumni members which has been recognized by the Alumni Association. Existing chapters with fewer than five (5) members will be subject to a review of the chapter and its viability by the Executive Committee.

#### 2. Participation

All chapters must adhere to the following core requirements in order to be considered an active chapter and be in compliance with the Alumni Association's Constitution and Bylaws:

- a. All chapters shall support the financial welfare of the National Alumni Foundation and/or the ASU Alumni Foundation, their missions and provide an annual gift at the Alumni Association's Mid-Winter Conference.
- b. All chapters shall meet monthly or as often as deemed necessary in order to carry out its objectives.
- c. All chapters shall establish a student recruitment program to enhance enrollment at Alcorn State University.
- d. All chapters shall participate in support of community and civic organizations, high school recruiting fairs and other activities to promote educational opportunities at Alcorn State University.

Chapters that fail to meet its obligations as outlined herein will be evaluated by the Executive Committee to determine viability to continue to function as a chapter.



### **Section 3. Chapter Representation**

1. All chapters shall be represented at the Mid-Winter Conference and the Board of Directors meetings.
  - a. The Chapter President or his/her designee shall serve as the single voting representative for their respective chapter on matters that come before the Board of Directors.
  - b. Voting delegates from each chapter are required to register at the National Alumni Association Conference.
2. Chapter participation shall be established by a Roll Call at the Board of Directors meeting and by the Credentials Committee at the Mid-Winter Conference.
3. Chapters not fulfilling their obligations as a chapter may be subject to a monetary penalty as determined by the Board of Directors.

### **Section 4. Chapter Officers/Roster**

Each chapter shall submit an official roster of officers and members annually to the Executive Secretary by the last Monday in January of each year.

### **Section 5. Chapter Bylaws**

A chapter may not enact Bylaws which are inconsistent with the Constitution and Bylaws of the Alumni Association.

### **Section 6. Chapter Reports**

Chapters will be required to complete a Chapter Report Form annually and submit it to the Executive Secretary by the last Monday in January of each year.

### **Section 7. Chapter Reinstatement**

To be reinstated into the Alumni Association, following a chapter's suspension or from being an inactive chapter, reinstatement requires:

- a. a written request accompanied by the appropriate form must be completed and properly submitted to the National President and the Executive Secretary;
- b. payment of administrative application processing fees.
- c. demonstration of compliance of the corrective action levied based on the cause of the suspension and adhering to the core requirements of being an active chapter (as defined in Article II of the Bylaws).

## **Section 8. Chapter Dissolution**

All chapters shall have a dissolution statement in their Bylaws. If a chapter is dissolved at any time, unless otherwise ordered by a court of competent jurisdiction, no part of its funds or property shall be distributed to or among its members. After payment of substantiated and documented indebtedness of the organization, all surplus funds and properties shall be submitted to the Alumni Foundation to be used for charitable purposes.

## **ARTICLE III - DUTIES OF NATIONAL OFFICERS**

National Officers shall perform the duties prescribed in these Bylaws and other duties applicable to the office as prescribed in the parliamentary authority adopted by the organization.

All outgoing officers shall complete their duties and transfer all current accounts, records, files and equipment to the new officers within thirty (30) days after the installation of the new administration, with the exception of the completed minutes by the Recording Secretary. If necessary, all records will be subject to audit.

### **Section 1. National Elected and Appointed Officers**

1. The Elected Officers of the Alumni Association shall be as follows: President, First Vice President, Second Vice President, Executive Secretary, Recording Secretary, Assistant Recording Secretary, Treasurer, Chaplain and Parliamentarian.
2. The Appointed Officers of the Alumni Association shall be the Sergeant-At-Arms and the Historian.
3. The Immediate Past President shall serve as a National Officer.

### **Section 2. President**

The President's responsibilities include:

- a. providing the necessary leadership and guidance required to accomplish the Alumni Association's mission;
- b. calling and presiding over regular and special meetings of the Alumni Association;
- c. casting a vote, at his or her discretion, when the vote is by ballot or to break or cause a tie;
- d. supervising and coordinating Association activities for the following fiscal year;
- e. ensuring the completion of the Alumni Association's Annual Report for the Association;
- f. serving as ex-officio of all committees, except the Nominating Committee. The President has the same rights as the other committee members, but is not obligated to attend committee meetings and is not counted in determining the number required for a quorum or whether a quorum is present;
- g. appointing Standing Committee Chairs, designating specific persons to serve on Standing Committees and appointing Ad Hoc Committees, if desired;
- h. serving as principal liaison with the University, the Alumni Association and other organizations;

- i. serving as the chief spokesperson for the Alumni Association; and,
- j. serving on the Alcorn State University Foundation Board of Directors.

### **Section 3. First Vice President**

The 1st Vice President's responsibilities include:

- a. coordinating all national communications within the Alumni Association;
- b. coordinating the efforts of and serving as a resource for all alumni approved committees and participate in committee meetings and associated activities;
- c. keeping the National Alumni Association President abreast of committee activities;
- d. performing the duties of the President during his/her absence;
- e. assuming the office of the President in the event of death, disablement or removal of the President until the position has been filled consistent with the procedure stated in the constitution and bylaws;
- f. reviewing Associations policy/procedures and making recommendation for change as necessary to maintain currency and resolve conflicting guidance.
- g. serving as Chairperson of the Program Committee for Mid-Winter Conference; and,
- h. conveying external requirements to the Mid- Winter Conference hosting chapter to ensure programs and resources are coordinated prior to conference dates.

### **Section 4. Second Vice President**

The Second Vice President's responsibilities include:

- a. serving as a member of the Budget Committee;
- b. overseeing the revision and/or development of the Association's governing policies and directives (Standard Operating Procedures Manual, A Guide to Planning Mid-Winter Conference, etc.);
- c. assuming the duties of the 1<sup>st</sup> Vice President on an interim basis if the 1<sup>st</sup> Vice President is unable to complete his/her term; and,
- d. performing such duties as may be designated by either the President or the Executive Committee.

### **Section 5. Treasurer**

The Treasurer's responsibilities include:

- a. keeping the official financial records of the Association;
- b. serving as the Chair of the Budget Committee and ensures that the Association operates within an approved budget by making only authorized disbursements (check writing) accompanied with a voucher and receipt;
- c. assisting in the preparation of event budgets and related record keeping;
- d. receiving, accounting and depositing all funds from the Executive Secretary;
- e. providing a written comprehensive Treasurer's Report of the Association's income (deposits), investments and disbursements at each Executive Committee and Board of Directors meetings;
- f. maintaining a permanent record of all financial matters related to the Association;
- g. maintaining custody of all funds;

- h. playing a principal role in borrowing, managing accounts and financial proceedings; and,
- i. ensuring that a reputable bonding company, at the expense of the Alumni Association, bonds all fiscal officers.

### **Section 6. Executive Secretary**

It shall be the duty of the Executive Secretary to:

- a. receive the annual reports dues and/or assessments from the chapters and at-large membership;
- b. keep a record of the names, addresses and locations of chapters and members as well as their dues and assessment information;
- c. provide a copy of the list of chapters and Presidents to the Recording Secretary;
- d. issue membership cards and pins to financial members;
- e. be bonded by a reputable bonding company at the expense of the Alumni Association;
- f. keep a record all income received and provide a reporting of the same upon request;
- g. turn over all income received to the Treasurer for deposit; and,
- h. submit a written report to the Association on an annual basis at the Mid-Winter Conference or upon request at any Executive Committee, Board of Directors or other annual meeting.

### **Section 7. Recording Secretary**

The Recording Secretary shall:

- a. record and preserve minutes of all meetings;
- b. respond to correspondence as directed by the President, Executive Committee or Board of Directors when answering issues not covered by the Constitution and Bylaws;
- c. maintain and update the roster of National Elected and Appointed Officers, Standing Committee Chairs and other Board of Directors members;
- d. issue notices for all Executive Committee and Board of Directors meetings by the deadline(s) stated in the Constitution and Bylaws;
- e. send a copy of the meeting minutes to each Executive Committee or Board of Directors member within 30 days after the meeting;
- f. send a copy of the Mid-Winter Conference Business Sessions to the Board of Directors within 60 days after the close of the conference. Chapter Presidents shall send copies of these minutes to their financial chapter members;
- g. bind a copy of all meeting minutes, on an annual basis, and file them in the Association's archives for historical purposes; and,
- h. perform other duties as assigned by the President, Executive Committee or Board of Directors.

### **Section 8. Assistant Recording Secretary**

The Assistant Recording Secretary's responsibilities include:

- a. serving in the absence of the Recording Secretary during any meeting when deemed necessary; and,
- b. assisting the Second Vice President in the consolidation of data associated with maintaining and updating documents under his/her care.

### **Section 9. Chaplain**

The Chaplain's responsibilities include:

- a. Opening and closing all Association meetings with prayer; and
- b. Providing words of inspiration as necessary (Memorial services, Alumni events, sporting events, etc.)

### **Section 10. Parliamentarian**

The Parliamentarian's responsibilities include:

- a. serving as the chair of the Constitution and Bylaws Committee;
- b. guiding the revision/update of the Constitution & Bylaws;
- c. having a thorough knowledge of how the Alumni Association business is to be conducted in accordance with Robert's Rules of Order, Newly Revised, except where this Constitution and Bylaws conflicts with Robert's Rules;
- d. providing parliamentary advice to the presiding officer in such cases where the Constitution and Bylaws do not address specific topics; and,
- e. interpreting the Constitution and Bylaws in areas where ambiguity exists.

### **Section 11. Sergeant-at-Arms**

The Sergeant-at-Arms' responsibilities include:

- a. having a thorough knowledge of Robert's Rules of Order, Newly Revised and the Alumni Association's Constitution and Bylaws;
- b. assisting the President as needed in keeping order during meetings and special functions; and,
- c. assisting in controlling attendance at meeting which requires credentials for participation.

### **Section 12. Historian**

The Historian's responsibilities include:

- a. researching and documenting all information pertaining to the origin and purpose of the Alumni Association and maintaining current records of any and all activities of importance transpiring during all meetings of the Alumni Association; and,
- b. coordinating to preserve articles and/or memorabilia with the campus library or archives.

### **Section 12. Immediate Past President**

The President shall assign duties and responsibilities to the Immediate Past President as he/she deems appropriate.

## **ARTICLE IV - EXECUTIVE COMMITTEE**

### **Section 1. Composition**

The Executive Committee (hereinafter called "Committee") shall consist of the elected and appointed officers. The Alumni Association President shall serve as Chairman.

### **Section 2. Duties and Powers**

The Executive Committee shall:

- a. have the full authority to transact any necessary or emergency business that may occur between meetings of the Board of Directors;
- b. present all actions of the Committee for review at the next Board of Directors meeting;
- c. transact such business as may be referred by the Board of Directors or the body at any Annual Meeting;
- d. be authorized to submit proposed amendments to the Constitution and Bylaws Committee for consideration.
- e. approve Presidential appointments of vacated elected officer positions;
- f. be authorized to remove any elected officer for non-performance of duties or conduct which tends to bring discredit upon the Alumni Association. Any elected officer removed shall be ineligible to hold a leadership position in the Alumni Association for two consecutive terms, following the conclusion of the existing term. This includes elected officer, appointed officer or committee chair.

### **Section 3. Meetings**

1. The Committee shall meet quarterly. Additional meetings shall be called by the President, providing notice is given to the Committee members a minimum of three (3) days prior to the date of the meeting unless the action to be taken is urgent in nature.
2. A simple majority of the Committee members shall constitute a quorum for any meeting of the Committee.
3. All members of the Committee shall be entitled to one vote.
4. Resolutions can be passed by a majority vote.
5. The Committee shall be authorized to meet by telephone conference or through other electronic communications media, as long as all members may simultaneously hear each other and participate during the meeting. Notice of electronic meetings may be sent by email.

## **ARTICLE V - BOARD OF DIRECTORS**

### **Section 1. Composition**

The Board of Directors shall be composed of the:

- a. members of the Executive Committee;
- b. Standing Committee Chairs;
- c. Director of Development and Alumni Affairs;
- d. presidents of the active local chapters or their designated representative;
- e. Alumni Foundation Board of Directors Chairman

### **Section 2. Purpose**

The Board of Directors shall be responsible for the general leadership of the Alumni Association, the establishment of association objectives, the promotion of its services and programs, the promotion of the Alumni Association's public image, and other activities deemed appropriate by Alcorn State University prescribed within Article II of the Constitution.

### **Section 3. Responsibilities**

The Board of Directors is responsible for the general leadership of the Alumni Association. The Directors:

- a. Establish the goals and objectives for the Association;
- b. Oversee the financial well-being of the Association;
- c. Promote services and programs of the University;
- d. Promote a positive public image of the Alumni Association;
- e. Promote recruiting and scholarship for students to attend the University;
- f. Establish means to enhance alumni awareness and recruitment;
- g. Promote a broader range of giving to the Alumni Foundation and the Association;
- h. Promote the interests of Alcorn State University and the Alumni Association.

### **Section 4. Attendance**

Any member, as defined in Article VI of the Constitution, may attend a regular Board of Directors meeting. Members may address the Board of Directors but will not have any voting privileges.

### **Section 5. Quorum**

A quorum is necessary to conduct the business of the Board of Directors. A quorum shall consist of four members of the Executive Committee and delegates from at least ten percent of the active chapters in the Alumni Association.

## **Section 6. Required Meetings**

The Board of Directors shall meet four times annually between January 1 and December 31, with a minimum of 30 days advanced notice to the Board of Directors' members and Chapter Presidents notifying the general membership. Under extraordinary circumstances, the President of the Alumni Association may call a special meeting, provided that all members are given notice.

# **ARTICLE VI – STANDING COMMITTEES AND RESPONSIBILITIES**

## **Section 1. Purpose**

The primary purpose of standing committees shall be to consider and recommend actions in the functional areas under which they are assigned; implementation subject to final approval by the Board of Directors.

## **Section 2. Composition**

Each Standing Committee shall be composed of not less than five (5) active members of the Alumni Association.

## **Section 3. Committee Chairs**

1. Chairpersons of Standing Committees shall be appointed by the President of the Alumni Association.
2. Committee chairs are responsible for the selection of their committee members unless a specific individual has been designated by the Executive Committee, Board of Directors or National President to serve on a specific committee.
3. No member shall serve as chairman of more than one standing committee at a time.
4. The duties of the Committee chair shall include:
  - a. Scheduling meetings;
  - b. Preparing agendas;
  - c. Presiding over meetings;
  - d. Preparing annual reports or more frequently upon request;
  - e. Performing other duties as consistent with the efficient management of the committee

## **Section 4. Standing Committees**

### **1. Agriculture**

The Agriculture Committee shall work with the University's Agriculture Department to identify funding prioritization. It shall also work with State Legislators to increase funding for agriculture research and Outreach development.



## **2. Audit**

The Audit Committee shall conduct an internal audit of the Alumni Association's financial records on an annual basis. The audit shall be completed no later than 30 days after the newly-elected Treasurer takes office, and at other times as may be requested by the Executive Committee or the Board of Directors. All audit reports shall be approved by the Board of Directors. The Audit Committee may perform additional duties as assigned by the Executive Committee or the Board of Directors.

## **3. Awards and Recognition**

It shall be the duty of the Awards and Recognition Committee to oversee the awards program of the Alumni Association. This program is held annually to recognize those Alcornites and chapters that have gone above and beyond mere membership in the Alumni Association.

## **4. Budget/Finance**

The Budget and Finance Committee shall prepare a budget for the year based upon the income and expenditures of the previous year and consider new requests and anticipated/projected activities. The committee shall make a periodic check of expenditures and compare them to the budget accepted by the membership. The committee shall monitor financial investments of the Alumni Association and make recommendations based on current market trends.

## **5. Constitution and Bylaws**

It shall be the duty of the Constitution and Bylaws Committee to:

- a. review and recommend any proposed amendments to the Constitution and Bylaws or Standing Rules submitted by the Executive Committee, Board of Directors or active chapters;
- b. originate and submit proposed amendments to the Constitution and Bylaws and Standing Rules as the Committee may deem appropriate or desirable;
- c. prepare and present proposed amendments for approval to the voting delegation at the annual meetings;
- d. incorporate approved amendments into the Constitution and Bylaws and Standing Rules for publishing and distribution to the financial chapters;
- e. review and approve chapter bylaws
- f. ensure the Association's Constitution and Bylaws and the Standing Rules are updated and re-distributed to the active chapters when any state laws, legislative initiatives or other authorized directives are enacted that affect the Association's governing documents.

## **6. Fundraising**

The Fundraising Committee shall coordinate all activities relative to the generation of funds for the Alumni Association. These activities also include planning, promotion and executing the annual fundraising campaign project(s).

## **7. Legislative Affairs**

It shall be the duty of the Legislative Affairs Committee to:

- a. promote Alcorn’s interest and priorities with the Mississippi Institute of Higher Learning (IHL), the legislature and the federal government;
- b. monitor and interpret legislative decisions and bills that will impact collegiate education in the State and report the status to the Alumni Association;
- c. collaborate with the University’s Legislative Liaison to coordinate “Purple and Gold Day at the Capitol”.

**7. Long-Range and Strategic Planning**

It shall be the duty of the Long-Range and Strategic Planning Committee to:

- a. develop and recommend the overall strategic direction for the Association;
- b. monitor the progress of the strategic plan’s implementation;
- c. review the plan’s results as a basis for setting new strategies;
- d. recommend actions to the Board of Directors consistent with the Strategic Plan

**8. Membership Committee**

The Membership Committee shall work with the Office of Alumni Affairs to establish/develop a data base of graduates and personnel eligible for membership in the National Alumni Association. They shall also develop and implement an annual membership recruitment and retention plan.

**9. Standard Operating Procedures (SOP)**

It shall be the duty of the SOP Committee to provide information on how the Alumni Association conducts its business. The committee shall update and maintain the SOP Manual on an annual or as needed basis. The manual will serve as a framework for adherence to the Alumni Association’s Constitution and Bylaws, organizational policies and procedures and best practices. The SOP Manual will also provide essential guidance for National Officers and Committee Chairs

**ARTICLE VII – AD HOC COMMITTEES AND RESPONSIBILITIES**

There shall be such special committees as may be deemed necessary by the board of directors or the convention body. The chairmen of special committees, with the exception of those chairmen selected by the board of directors or convention body, shall be appointed by the president with the approval of the executive committee.

These Committees are appointed by the President or Board of Directors.

From time to time, the President may establish such ad hoc committees as may be helpful to the Board in carrying out its work.

Ad hoc committees are to be appointed, as the need arises, to carry out specified tasks, at the completion of which it automatically ceases to exist.

Ad hoc committee will define their goals and objectives in a manner consistent with the

objectives and directives of the President and the approval of the Board.

Working committees are to fulfill the goals and objectives set by the Board.

Officers of the Association are empowered to form Ad Hoc Committees and appoint members as necessary to address issues of importance to the Association.

## **ARTICLE VIII – DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS**

It shall be the duty of the Director of Development and Alumni Relations to:

- a. serve as a member of the Board of Directors;
- b. act as a liaison between the Alumni Association and the University;
- c. assist in creating interest in the University with students, faculty and staff, alumni, and others;
- d. disseminate information regarding the activities of active members on both local and national levels, including scholastic, athletic and research endeavors

## **ARTICLE IX - ANNUAL DUES**

### **Section 1. Annual Membership**

To be in “good standing” a member must be current in the payment of all dues and assessments. Any member remaining financially delinquent for a period of three or more months is considered non-sustaining and is ineligible to vote in any meeting of the Alumni Association.

### **Section 2. Associate Members**

Associate members’ dues shall be one-half the amount of annual members.

### **Section 3. Honorary Members**

Honorary members are not required to pay neither dues nor assessments.

### **Section 4. Collection of Dues**

Some chapters elect to collect dues from their members. If a chapter wishes to implement a dues program, it should take into consideration the time and effort involved in soliciting dues and tracking payments. An alternative to a dues program is encouraging members to make a gift to the University and designate it to the alumni chapter. Individuals making a gift to the alumni

association Foundation will receive tax credit and gift acknowledgement. Membership dues are not tax deductible and do not qualify as gifts to the Foundation.

Dues may be increased or decreased by action of the Board of Directors upon proper notice to all chapters and at the next meeting following the enactment.

Collection of chapter dues is at the discretion of each chapter.

## **ARTICLE X - REVENUE**

### **Section 1. Fundraising**

The Alumni Association will, from time to time, conduct fundraising events in order to have funds available for University activities, offer scholarships or support to approved/programs or projects. The President may establish a committee to handle fundraising; the committee shall be required to submit a report no later than two months of the event date. The Executive Committee will develop procedures for the control and implementation of fundraising activities and the Board of Directors will approve these procedures.

### **Section 2. Donations and Gifts to the ASU Foundation and the Alumni Association Foundation**

1. **Annual Givings** are any gifts, regardless of size, that can be expected to reoccur on an annual basis.
2. **General Givings** are those intended for immediate or near-term expenditure.
3. **Restricted Givings** are those in which the donor denotes a specific use, for example a program, scholarship, project, activity, etc.
4. **Endowment Gifts** are gifts maintained, invested and managed by the ASU Foundation or the Alumni Association Foundation to fund an initiative in perpetuity. The gifts are used as principal and only investment earnings are distributed.
5. **Major Gifts** are those at a level significantly above a donor's normal level of annual support. These gifts can be outright, a multi-year pledge or a combination thereof.
6. **Estate Gifts** are those that incorporate some element of the deferred transfer of assets, such as an income trust or a provision within a donor's will.

## **ARTICLE XI- ASSOCIATION AWARDS PROGRAM**

The Alumni Association's Hall of Honor Induction Ceremony and Awards and Recognitions program will take place on an annual basis. Chapters are encouraged to compete for the chapter awards and submit the name of worthy individuals for the individual awards. Nominations are not limited to submission by the chapters but by any active member of the Alumni Association. The criteria and deadline for award submissions are found on the Alumni Website.

## **ARTICLE XII - QUORUM**

For the purpose of conducting the meeting for the regular sessions, a quorum shall consist of at least four (4) members of the Executive Committee and delegates from at least ten percent (10%) of the active chapters in the Alumni Association.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current issue of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Alumni Association in all cases not provided for in the Constitution and Bylaws.

## **ARTICLE XIV – AMENDMENTS TO THE BYLAWS**

### **Section 1. Revisions**

1. Proposed amendments shall be submitted, in writing, to the Constitution and Bylaws Committee, by:
  - a. any active chapter of the Alumni Association
  - b. the Executive Committee
  - c. the Board of Directors
  - d. any Standing Committees
2. The Constitution and Bylaws Committee shall compile and send proposed amendments to the Board of Directors for review and approval by the voting delegates thirty (30) days before the next annual meeting.

### **Section 2. Adoption**

1. The proposed amendment or amendments shall be read and voted upon by the assembled delegation at the Annual Meeting in session. A two-thirds (2/3) vote of the voting delegates, present and voting shall be necessary to pass the amendment or amendments.
2. All adopted amendments take effect immediately, unless a future date has been specified.