

**CONSTITUTION**

**&**

**BYLAWS**

**of**

**Southern University Alumni Federation  
Washington, District of Columbia Chapter**



**Revised January 2015**

# CONSTITUTION

## ARTICLE I

### NAME

#### SECTION I

The name and title of this association shall be the  
“Southern University Alumni Federation, Washington, D.C. Chapter.”

## ARTICLE II

### DOMICILE

#### SECTION I

The domicile of this Chapter shall be Washington, District of Columbia.

## ARTICLE III

### PURPOSE

The purpose of the Southern University Alumni Federation,  
Washington, D.C. Chapter shall be to:

- A. Raise funds to support the Southern University System
- B. Provide scholarships to deserving students who are attending or will attend any campus in the Southern University System
- C. Inform prospective students of the advantages of attending Southern University
- D. Create a network for former Southern University attendees currently residing in the Washington, D.C. Metropolitan area (northern Virginia, Maryland, and Washington, D.C.)
- E. Promote graduate participation in the Southern University Alumni Federation
- F. Foster a spirit of cooperation and fellowship between Southern University and its former students and graduates
- G. Promote the welfare of the Southern University System

## ARTICLE IV

### MEMBERSHIP

#### SECTION I

Membership in the Chapter shall consist of **Regular**, **Associate**, and **Affiliate** members.

**SECTION II**

**Regular** members are those persons who hold degrees conferred by Southern University at any of its campuses and have paid the applicable dues prescribed in the Bylaws.

**SECTION III**

**Associate** members are those persons who attended Southern University at any of its campuses for at least one school session but did not receive a degree, diploma or certificate from SU, or any other college or university, and have paid applicable dues prescribed in the Bylaws.

**SECTION IV**

**Affiliate** members are those persons who did not attend Southern University but are interested in advancing the cause of the University and have paid applicable dues prescribed in the Bylaws. Affiliate members shall not hold elected positions but can be appointed to non-elected positions by the President of the Chapter.

**SECTION V**

The Chapter may recommend to the National Executive Council for consideration the names for Honorary membership at the National Federation. Recommendations for Honorary membership are those persons who have rendered exceptional or distinguished service to the University and who are approved for such membership by the Executive Council of the National Federation or by the membership at the Annual Meeting of the Federation. Recommendations from the Chapter for consideration of Honorary membership in the National Federation shall be approved by majority vote of the active members in the Chapter present at said meeting. Honorary members shall have no right to vote, shall pay no dues, and shall have no proprietary interest.

**SECTION VI**

Members in good standing are those persons who have fulfilled the annual Chapter financial requirements as prescribed in the Bylaws.

**ARTICLE V**

**OFFICERS**

**SECTION I**

The officers of the Chapter shall be as follows: President, Ex-Officio (Past President), First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and Parliamentarian. The duties of each officer shall be provided for in the Bylaws.

**SECTION II**

The officers shall serve a term of two years and shall be eligible to succeed themselves for one term.

**SECTION III**

Regular and Associate members shall be eligible to serve in any office of the Chapter. Affiliate members shall be eligible to serve in any specially appointed position such as Chairperson of a committee, any position as

prescribed in ARTICLE III of the Bylaws or any other non-elected position appointed by the President.

#### **SECTION IV**

All officers of the Chapter shall be elected bi-annually at a special meeting of the organization, held prior to the end of the fiscal year. Such elections shall be written ballot or by such methods as the membership deems appropriate. The President of the Chapter shall appoint a nominating committee (chaired by the Parliamentarian) at least sixty (60) days before the election. This committee shall submit a list of nominees for the various offices to all Chapter members no less than thirty (30) days prior to the election. The Chairperson of the Nominating Committee shall ensure proper notification to all members of the Chapter in good standing. Notification shall be attempted in writing by mail and/or email notification. The date, time and place in which the vote will take place shall be sent to the voting body at least fifteen (15) days prior to the date of the election.

#### **SECTION V**

##### **Eligibility of Officers**

- A. To serve as an officer of the Chapter, one must:
1. be a financial member of the Southern University Alumni National Federation and the Southern University Alumni Federation Washington, D.C. Chapter at the time of nomination.
  2. be a financial member throughout the term of office and must pay required dues by the 2<sup>nd</sup> meeting of each fiscal year.
  3. non-financial members of the Southern University Alumni National Federation and the Southern University Alumni Federation Washington, D.C. Chapter shall not hold any office.

### **ARTICLE VI**

#### **EXECUTIVE COMMITTEE**

##### **SECTION I**

The Executive Committee shall comprise all officers of the Chapter and those specially appointed by the President.

##### **SECTION II**

The Executive Committee shall act in the best interest of the Chapter while conducting its business and affairs. This committee shall implement the programs developed by the committee during the Chapter's annual planning meeting and approved by the membership.

## **ARTICLE VII**

### **MEETINGS**

#### **SECTION I**

##### **Regular Meetings**

The regular meetings shall be held monthly on the second Saturday of each month at a time designated by the Chapter.

Notification of Regular meetings must be sent to the membership by mail or email or posted on web media 10 days in advance of the meeting.

#### **SECTION II**

##### **Quorum**

A quorum of no less than five (5) members in good standing and present shall be sufficient to conduct business.

#### **SECTION III**

##### **Executive Committee Meetings**

The Executive Committee shall meet prior to each regular Chapter meetings as appropriate.

#### **SECTION IV**

##### **Special Meetings**

Special meetings shall be called at the discretion of the President. The Executive Committee also may call special meetings.

#### **SECTION V**

##### **Planning Meeting**

A planning meeting shall be held annually to evaluate the Chapter's progress and develop plans for the next 12 months.

#### **SECTION VI**

##### **Annual Meeting of the Chapter**

An annual meeting shall be held at the end of each fiscal year (or the first meeting of the new fiscal year) to review the goals achieved, install new officers (bi-annually), and present program plans for the new fiscal year. The meeting shall also be used to conduct business not specifically mentioned. The regular meetings shall be held monthly on the second Saturday of each month at a time designated by the Chapter.

## **ARTICLE VIII**

### **ANNUAL MEETING OF THE FEDERATION**

#### **SECTION I**

The President, designated member of the Executive Committee, or other person(s) designated by the Chapter shall serve as the Chapter's representative(s) at the annual meeting of the National Federation.

## **ARTICLE IX**

### **MANAGEMENT AND CONTROL**

#### **SECTION I**

Membership dues shall be payable in accordance with the Bylaws.

#### **SECTION II**

All checks and financial instruments shall be signed by the President and the Treasurer or their designee(s). Electronic financial transactions must be approved by the President and executed by the Treasurer or their designee(s).

#### **SECTION III**

All contracts, bonds, reports, proxies, and other instruments may be executed or held on behalf of the Chapter by the President or the President may designate other Executive Committee members to execute such instruments.

#### **SECTION IV**

A transition meeting to turn over all documents, tax records and Chapter properties shall be held no later than 30 days after the installation of the newly elected officers. All properties and documents transitioned shall include, but is not limited to:

- (A) Constitution and Bylaws (current and past)
- (B) All Chapter records (Minutes, official communications to the Chapter, etc.)
- (C) Keys (Post Office box, storage)
- (D) Banking/Financial records, statements and registries
- (E) Tax ID records, tax filings, non-profit designation records, etc.
- (F) Chapter banners
- (G) Equipment (i.e. crawfish boil pots, coolers, etc.) and any other property purchased by the Chapter
- (H) Postal mailing ID (Bulk mailings)

#### **SECTION V**

The Treasurer shall be responsible for coordinating the preparation of an annual financial report and any other financial document which meets the provisions of all applicable regulatory requirements.

#### **SECTION VI**

The Chapter shall operate on a fiscal year beginning July 1st and ending June 30th.

## **ARTICLE X**

### **BYLAWS**

The authority to make, alter, amend, or repeal the Bylaws of the Chapter is vested in the Executive Committee and general membership subject to the right of the general membership to

repeal or amend any alteration made by the Executive Committee. The Bylaws may contain any provision for the regulation and management of affairs of the Chapter not inconsistent with the law or this Constitution.

## **ARTICLE XI**

### **AMENDMENTS**

Each member in good standing of the Chapter shall be notified by mail and/or electronic communications of all proposed amendments no less than thirty (30) days prior to discussion. The notice shall state the purpose of each amendment and the time and place of a special meeting for approval. Amendments to the Constitution require two-third (2/3) votes of the members in good standing that are present at the meeting.

## **BYLAWS**

### **ARTICLE I**

#### **DUTIES OF OFFICERS**

##### **SECTION I**

##### **PRESIDENT**

The President shall preside over all Chapter and Executive Committee meetings. S/he shall interact with committees and members and provide leadership that will charter the direction of the Chapter. The President shall call special meetings and perform other duties consistent with this office as prescribed in the Constitution and Bylaws.

##### **SECTION II**

##### **EX-OFFICIO (PAST PRESIDENT)**

The Past President shall function as an active member of the Executive Committee and serve in an advisory capacity to the Chapter.

##### **SECTION III**

##### **VICE PRESIDENTS**

- (A) The First Vice President shall perform the duties of the President in the absence of the President. S/he may also be designated to serve as the official representative of the Chapter at meetings of other groups. S/he shall be responsible for serving as Chairperson of the Fundraising Committee.
- (B) The Second Vice President shall be responsible for serving as Chairperson of the Membership Committee. S/he shall be responsible for maintaining the current membership roster/database with all active and inactive members and shall assume such powers and duties as may be prescribed by the President and the Executive Committee.
- (C) The Third Vice President shall be responsible for serving as Chairperson of the Scholarship and Program Committee and shall assume such powers and duties as may be prescribed by the President and the Executive Committee.

##### **SECTION IV**

##### **SECRETARY**

The Secretary shall be responsible for recording minutes of regular, special and Executive Committee meetings, maintaining files of all permanent records, and maintaining a copy of the current membership roster and members in good standing list.

##### **SECTION V**

##### **TREASURER**



The Treasurer shall collect all dues and revenues of the Chapter and shall pay all debts incurred by the Chapter or by its authority. S/he shall maintain an accurate record of transactions and present a monthly financial report at the regular Chapter meetings. The Treasurer shall be responsible for preparing an annual financial report and coordinate the audit of such financial statements.

## **SECTION VI**

### **PARLIAMENTARIAN**

The Parliamentarian shall rule on points of order and procedure during any Chapter meeting. S/he shall be responsible for coordinating the election process.

## **ARTICLE II**

### **SPECIAL APPOINTMENTS**

## **SECTION I**

### **ASSISTANT TREASURER/ FINANCIAL SECRETARY**

The Assistant Treasurer (or Financial Secretary) shall be appointed by the President and shall be responsible for coordinating and monitoring the budget process. S/he shall be responsible for submitting applications, current addresses, and other pertinent data received with payment of dues from new members to the membership committee on a regular basis.

## **SECTION II**

### **DIRECTOR OF MEDIA RELATIONS**

The Director of Media Relations shall be appointed by the President and shall serve as Chairperson of the Community/Public Relations Committee.

The Public Relations Committee shall issue notice of all Chapter meetings and activities, publish a Chapter newsletter or update the Chapter's web site, coordinate the Chapter's participation in local college fairs, and maintain an active high school relations program.

## **SECTION III**

### **DIRECTOR OF UNIVERSITY RELATIONS**

The Director of University Relations shall be appointed by the President and shall be responsible for serving as Chairperson of the University Relations Committee. S/he will be responsible for coordinating the activities and information flow between the Chapter, the university and the National Federation. S/he will maintain a current list of contacts at the University and Southern University Alumni Federation.

## **ARTICLE III**

### **REMOVAL OF OFFICERS & FILLING VACANCIES**

#### **SECTION I**

The resignation of an officer shall be tendered and accepted by the Executive Committee without a vote by the membership.

#### **SECTION II**

The Executive Committee, in its discretion, may recommend to the membership for suspension or termination any officer or specifically appointed person who (1) fails to fulfill his/her financial obligations by the second (2<sup>nd</sup>) meeting of the new fiscal year, (2) fails to fulfill the responsibilities as outlined in the Bylaws, and/or (3) fails to attend three (3) Chapter meetings per year. The recommendation shall be voted by the members in good standing that are present at the meeting.

#### **SECTION III**

The Executive Committee, in its discretion, may suspend or terminate any officer or specially appointed person for cause and actions that are inconsistent with the goals and objectives of the Chapter.

#### **SECTION IV**

Resignation, suspension, or other removal of officers or specially appointed persons shall be communicated to the membership at the next regular Chapter meeting.

#### **SECTION V**

Vacancies in elective offices, except those of President, the First Vice President, and the Second Vice President, occurring during the year and prior to elections, shall be filled by appointment by the Executive Committee. Vacancies in the office of President, First Vice President, Second Vice President and Third Vice President shall be filled by elevation of the office immediately below the vacated office. If the vacated position is not accepted by the elevated officer, the vacancy shall be filled by Chapter vote in a special meeting.

## **ARTICLE IV**

### **MEMBERSHIP DUES**

#### **SECTION I**

Dues for members of the Chapter shall be established by action of the elected officers and approved Bi-annually by the membership at a special meeting.

**SECTION II**

Membership dues are due payable by July 1<sup>st</sup> of each year.

**SECTION III**

All active members shall pay local Chapter and National Federation dues as prescribed in ARTICLE IV, SECTION IV of the Bylaws.

**SECTION IV**

Dues payable to Southern University Alumni Federation – Washington, D.C. Chapter and the Southern University Alumni National Federation shall be:

**Chapter Members**

<b>Regular</b>	Fifty dollars (\$50.00)
<b>Associate</b>	Fifty dollars (\$50.00)
<b>Affiliate</b>	Fifty dollars (\$50.00)
<b>Life Member*</b>	Fifty dollars (\$50.00)

**National Federation Members**

<b>Annual</b>	Fifty dollars (\$50.00)
<b>Recent Grad</b>	First Year Free (\$0)
<b>Life Member</b>	Five Hundred (\$500)
<b>Life Member* Paid-In-Full</b>	N/A

\*This membership level is applicable only after satisfying the National Federation’s membership dues requirements as specified in the National Federation’s Bylaws. This membership level denotes Life membership in the National Federation, not the local Chapter.

**SECTION V**

Failure to pay membership dues will result in placement in an inactive status. Alumni who have been dropped from the active membership status for non-payment of dues may be reinstated upon payment of dues for the current year.