

Jackson State University National Alumni Association, Inc.

Memphis Alumni Chapter



**Constitution and Bylaws
(Amended March 30, 2019)**

Constitution

Article I – Name

The Name of the Chapter of the Jackson State University National Alumni Association, Incorporated shall be Jackson State University (JSU) Memphis Alumni Chapter.

Article II – Purpose

To bring Memphis area alumni of Jackson State University, Jackson, Mississippi together for the purpose of promoting and continuing their interest in supporting and furthering the progress and best interest of said University; and to perform and engage in such charitable activities and acts as may be provided for in the constitution of the Jackson State University National Alumni Association.

Article III – Authority

All powers vested in the JSU Memphis Alumni Chapter of Jackson State University National Alumni Association shall be used for participating in and supporting the activities of the Jackson State University National Alumni Association, Incorporated, which is defined annually at the annual meeting of the association.

Article IV – Membership

Section I:

Classes of Memberships – Regular and Associate. (Rev 3/30/2019)

Section II:

Regular Members – anyone upon whom the University has conferred a degree or any former student with six (6) credit hours who desires to pledge allegiance and support to Jackson State University and who has paid their annual local and national membership dues may become a regular member.

Section III:

Associate Members – Associate members shall consist of those persons who have not matriculated at the University, but who desire to pledge their allegiance and support to Jackson State University. Individuals who meet the criteria for Associate Membership must be sponsored and recommended by a Regular Member. Associate Members must be approved

by a simple majority of the members present and voting at any regular meeting. Associate Members must pay annual local and national membership dues. Associate members may not hold a local nor national elected office. (Rev 3/30/2019)

Section IV:

Membership Fees – Membership dues for JSU Memphis Alumni Chapter are to be determined by the chapter membership each year at the time the Operating Budget is approved. Membership dues will be due annually at the May meeting. A late fee will be established by the Chapter. (Rev 3/30/2019)

Article V – Officers

Section I:

The principal elected officers of this chapter shall consist of: President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, and Assistant Financial Secretary. The appointed officers of this chapter shall consist of: Chaplain, Historian, Courtesy Coordinator, Parliamentarian, Sergeant-at-Arms and Reporter. (Rev 3/30/2019)

Section II:

Each officer shall be a regular member in good standing in the JSU Memphis Alumni Chapter.

Section III:

To be eligible to serve in the office of president or vice-president, one must have previously served in an elected position or leadership role in the local chapter.

Section IV:

The officers shall be elected in accordance with the manner prescribed in the Bylaws, Article III; Section 5. Authority of each officer shall be as defined in Article VI of the Constitution. Elections will be held in odd years.

Section V:

No member shall hold more than one office at a time.

Section VI:

In the event a vacancy occurs in the office of the President, the First Vice President shall assume the office of the President for the unexpired term and may seek the office of President for the succeeding term. The Second Vice President shall assume the position of First Vice President. The President shall appoint a Second Vice President and the Executive Committee shall approve. In the event of a vacancy in any office to which there is a designated assistant, the assistant shall assume the duties of the office for the unexpired term of the office and shall be eligible for nomination and election to the office for the succeeding term. In the event a vacancy occurs where there is not a designated assistant, the President shall nominate, and the Executive Committee shall confirm, a replacement for the remainder of the unexpired term. (Rev 3/30/2019)

Article VI – Duties of Officers

Section I:

President – shall acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of this organization. With this knowledge, the President shall perform the duties usually pertaining to that office. He or she shall appoint all committees, committee chairpersons and fill committee vacancies and chair the Executive Committee. He or she shall act as a spokesperson for the JSU Memphis Alumni Chapter before other organizations, officers or members of the Jackson State University National Alumni Association. The President shall attend one National meeting and shall be reimbursed by the Chapter according to travel policies as defined in the By-Laws. (Rev 3/30/2019)

Section II:

First Vice President - shall preside in the absence of the President. The responsibility of the First Vice President shall include coordination of committee activities and fundraising. The First Vice President shall maintain the Chapter's calendar and receive the reports of each committee. (Rev 3/30/2019)

Section III:

Second Vice President - shall preside in the absence of the President and the First Vice President. The responsibilities of the Second Vice President shall include membership and student recruitment.

Section IV:

Secretary – shall keep in permanent form, complete and accurate records of all proceedings

of the Chapter, called “minutes”. The Secretary shall compile and submit minutes of any meetings of the Chapter at the next following meeting whether it is regular, special, or called. The Secretary shall keep on file all committee reports, maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting. (Rev 3/30/2019)

Section V:

Assistant Secretary – shall assist the Recording Secretary in the discharge of such duties as may be assumed by the Assistant Secretary, and shall act as the Secretary in the absence or incapacity of the Recording Secretary. The assistant shall send out to the membership a notice of each meeting, known as a “call of the meeting”; conduct the general correspondence of the Chapter – that is, correspondence which is not a function proper to other officers, or to committees and maintain attendance records for the members of the Chapter. He or she shall keep the Chapter informed of those members who are delinquent in attendance. The assistant is responsible for the acquisition, maintenance, and collection of mail from the Chapter’s United States Postal Service Box. (Rev 3/30/2019)

Section VI:

Treasurer – shall serve as chair of the budget committee and shall deposit and disburse all monies of the Chapter as authorized by the constitution. He or she shall render financial reports at Annual and Regular Chapter meetings and, if desired by the Chapter, at Called and/or Special meetings. Disbursement of monies will be done by order of the Chapter, the voucher being signed by the President, or the Financial Secretary.

Section VII:

Financial Secretary – shall receive all monies (dues, special collections and donations) from the members of the Chapter, serve as co-chair of the budget committee, keep record of all dues-paying members, send bills when due, make provision for collection of dues at meetings, turn over all collected monies to the Treasurer giving an accurate record to the Treasurer and keeping a duplicate for himself or herself. This should be signed by the Treasurer as having received such money. These records are to be kept by both for auditing purposes.

Section VIII:

Assistant Financial Secretary – shall assist the financial secretary during peak periods of fundraising and shall act as the financial secretary in the absence or incapacity of the financial secretary. The assistant financial secretary shall also serve on the Budget Committee.

Section IX:

Reporter – shall encompass public relations including print, radio, and TV; coordinate relations between Chapter and community; responsible for publishing a Chapter Newsletter; developing and maintaining a Chapter website; and keep the Chapter abreast of Jackson State University National Alumni Association activity, as applicable.

Section X:

Chaplain – shall lead the assembled group in prayer and devotion at the commencement of each meeting, Annual, Regular, and Special and any other times deemed necessary by the Chapter.

Section XI:

Parliamentarian – shall advise the President and other officers, committees, and members on matters of Parliamentary procedure and use the most recent edition of *Roberts Rule of Order*.

Section XII:

Historian – shall prepare a narrative account of the Chapter’s activities during their terms of office, which, when approved by the Chapter, will become a permanent part of the Chapter’s official history.

Section XIII:

Courtesy Coordinator – shall be responsible for greeting newcomers; extending timely courtesies for births, deaths, birthdays, illnesses, and any other duties as defined by the Courtesy Policy in the By-Laws.

Section XIV:

Sergeant-at-Arms - shall enforce the rules and regulations regarding the conducting of business in the chapter's meetings.

Section XV:

Terms of Office - The principal elected officers of this chapter shall serve for a two-year term and shall serve for no more than two consecutive terms (four years).

Article VII – Executive Committee

Section I:

JSU Memphis Alumni Chapter shall have an Executive Committee. The members of the Executive Committee shall be the principal elected officers. The past president shall serve for one year as an ex-officio member of the Executive Committee.

Section II:

The Executive Committee shall hold at least two meetings each year. Committee meetings shall be in-person or through electronic communications including teleconferencing or other available technology which allows the members to communicate simultaneously or sequentially. The president shall designate the hour, place, and format of the meetings. During these meeting, the committee shall draft and administer program and budget objectives for the Chapter for the ensuing fiscal year. (Rev 3/30/2019)

Section III:

The President may call special meetings of the Executive Committee from time to time as may be required to conduct the business of the Chapter, provided sufficient notice of the time and the place of such meeting, shall be given to each committee member. The Executive Committee meetings may be in person or via a conference call. (Rev 3/30/2019)

Section IV:

In order that the Executive Committee may conduct business and make official decisions, a quorum of four (4) members shall be required. (Rev 3/30/2019)

Section V:

In the event, a member of the Executive is unable to be present at two successive regular meetings of the committee, without prior notification, he/she is required to provide justification for such absence to the committee via email.

If for any reason, a member is unable to carry out the responsibilities of his/her office, the Executive Committee by majority vote, shall remove said member from office.
(Rev 3/30/2019)

Article VIII – Finances

Section I:

JSU Memphis Alumni Chapter shall accrue monies to finance its operations and expenditures from membership dues, fund raising projects not targeted for scholarships, and donations. *(Rev 3/30/2019)*

Section II:

The Chapter shall establish with a Federal Deposit Insurance Corporation (FDIC) member institution operational accounts. Monies for these accounts shall accrue from all methods cited in Section I above. These monies shall be, primarily, for purposes deemed appropriate by the Executive Committee, in accordance with the chapter constitution and bylaws. The signatures on the accounts shall be those of the Chapter President, Treasurer, and Financial Secretary. These accounts shall be established such that fund withdrawals will require the signatures of two officers. *(Rev 3/30/2019)*

Article IX – Amendments and Ratification

This Constitution may be amended by a two-thirds majority vote of those members present and voting at any meeting provided a written copy of the proposed amendment or amendments has been sent to all of the members of the Chapter at least one (1) month prior to when such amendment is presented to the Chapter for consideration and action. The amended constitution becomes effective the following month.

END

Bylaws

JSUNAA – MEMPHIS ALUMNI CHAPTER BYLAWS

Article I – Purpose

The purpose of the By-Laws of the Jackson State University Memphis Alumni Chapter (“Chapter”) is to establish the framework and guidelines that will govern the Chapter, in accordance with the Constitution of the Chapter.

Article II – Membership Payments

Section 1:

Membership payments consist of both national and local dues.

Section 2:

National dues are determined by the National Alumni Association. Local dues are determined by the local chapter and the monies are used to fund the operations budget.

Section 3:

Renewals of National and local dues are due by May 31 and no later than June 30 for the fiscal year beginning July 1. The Chapter may impose a late fee after June 30.
(Rev 3/30/2019)

Article III – Committees

Section 1:

The committees of the Chapter shall be designated as Standing Committees.

Section 2:

The Standing Committee shall consist of the following: Executive Committee; Budget Committee; Nominations Committee; Membership Committee; Student Recruitment & Success Committee; Fundraising Committee; Constitution and Bylaws Committee; Audit Committee; Chapter Policies and Procedures Committee; Scholarship Committee; and the Legal Issues Committee. Membership on all committees is voluntary unless otherwise noted. The President shall appoint all committee chairs and adhoc committees. (Rev 3/30/2019)

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Section 3:

- (a) The Executive Committee shall be comprised of the Principal elected officers, as defined in Article V of the Constitution of the Chapter. The President of the Chapter chairs the committee and shall have the authority to carry forth only those plans, programs, or activities previously approved by the general body. There shall be at least two (2) regular meetings each year with the hour, place, and format of the meetings designated by the President. (Rev 3/30/2019)
- (b) Special meetings of the Executive Committee may be called by the President, as may be required, to conduct the business of the Chapter or to discuss official action of the Executive Committee regarding questions for consideration and shall require a majority vote.
- (c) A quorum of four (4) voting members is required to conduct committee business or have official discussion. Any member who is unable to be present at two (2) successive regular meetings of the committee, without prior notification, is required to provide justification for the absence to committee via email.
- (d) The President may poll members of the Executive Committee regarding their vote in instances where Chapter business must be conducted and a Special meeting is not practicable.
- (e) All decisions made by the Executive Committee shall be reported to general membership by the president of the chapter by the next regularly scheduled chapter meeting.

Section 4:

- (a) The Budget Committee shall monitor and oversee the financial affairs of the Chapter. The Treasurer and financial secretary of the Chapter shall serve as chair and co-chair of the committee respectively. The assistant financial secretary shall serve as a member of the committee. The two (2) other members of the committee shall be members of the general body who do not hold a principal office. They shall be nominated by the President of the Chapter and confirmed by the general body.
- (b) The Budget Committee, in coordination with the President of the Chapter, shall develop a proposed annual operating budget. This proposed budget shall be submitted to the Executive Committee and general body, respectively, for approval at least two months before the beginning of each fiscal year of the Chapter. All officers and members of the Chapter in positions of fiscal responsibility shall strictly adhere to the proposed budget. Any proposed changes in the approved budget must be first

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approved by the Budget Committee and then submitted to the Executive Committee and general body for final approval.

- (c) The Budget Committee shall require the Treasurer to submit quarterly reports of revenues, expenditures and financial status of the Chapter for the periods ending September 30, December 31, March 31, and June 30. These reports shall be in writing and replicated in sufficient quantities for distribution to all members within thirty (30) days of the period ending.
- (d) The Budget Committee shall have the financial records of the Chapter audited by a Certified Public Accountant, approved by the Executive Committee and general body, no less frequent than every two (2) years and always after a change in the Presidency and/or treasurer of the Chapter.

Section 5:

- (a) The Nominations and Elections Committee shall plan and supervise all activities related to the Biennial elections of the Chapter. The committee, which will consist of three (3) members who are not principal officers of the Chapter, will assure that all election procedures and activities are in accordance with the Constitution, By- Laws, and duly approved procedures.
- (b) This Committee shall serve as a Nominations Committee, charged with the processing of nominations from the general body and producing a slate of nominees to be presented by paper ballot to the general body, verifying proxy votes and certifying election results for voting in June of the election year.
- (c) No person interested in running for an elective office in the Chapter shall serve on this committee during that election cycle.

Section 6:

The Membership Committee works under the direction of the Second Vice President and shall be responsible for developing programs and strategies to increase membership in the Chapter. (Rev 3/30/2019)

Section 7:

The Fundraising Committee shall be responsible for developing programs, devising strategies, and overseeing events that will generate revenue for the Chapter. (Rev 3/30/2019)

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Section 8:

The Constitution and By-Laws Committee shall be responsible for the revision of and/or resolving of any issues pertaining to the Constitution or By-Laws of the Chapter. The Parliamentarian shall serve as chair of the committee and the committee shall meet at the request of the President when constitutional matters arise.

Section 9:

The Audit Committee shall be composed of members that are not involved in Chapter operations. This committee shall perform an audit of Chapter records in accordance with non-profit organization guidelines with a report provided to the Executive Committee in May and general body at the Chapter's Annual Meeting in June.

Section 10:

The Chapter Policies/Procedures Committee will be responsible for developing, updating and maintaining a written Chapter Policies/Procedures Manual for various operations. Procedures developed and created by officers and committees are to be forwarded to the Policies/Procedures committee for incorporation into the Chapter's Policies and Procedures Manual. (Rev 3/30/2019)

Section 11:

The Student Recruitment and Success Committee works under the direction of the Second Vice President and will be responsible for enhancing student recruitment for the University, creating programs for enhancing the careers of current students/recent graduates, engaging/assisting parents of existing students. (Rev 3/30/2019)

Section 12:

The Scholarship Committee is responsible for reviewing applications and recommending scholarships and book awards to the general body.

Section 13:

The Legal issues Committee will be responsible for reviewing all potential contracts (internal/external) including liability and indemnification issues.

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Article IV: Meetings

Section 1:

The types of meetings held by the Chapter are Annual, Regular, Special and/or Called.

Section 2:

Annual Meeting – Chapter meetings designated for determining the Annual Program Objectives (activities and budgets) and for electing officers. The date and the primary objective for each meeting shall be as follows: (Rev 3/30/2019)

- (a) Each year in June the Chapter shall meet. During this meeting, each Chapter officer shall submit a written report for their area(s) of responsibility evaluating the Chapter's performance relative to its fiscal year program objectives. Also, in election years, officers shall be elected for ensuing terms.
- (b) Each year in March, Chapter Program Objectives as developed by the Executive Committee shall be presented by the Chapter President to the Chapter for adoption.
- (c) The officers elected during an election year shall assume their offices during the First Chapter meeting of the fiscal year. Also, during this meeting, the presidential appointments shall be presented by the President to the Chapter. (Rev 3/30/2019)

Section 3:

Regular Meetings – Scheduled Chapter meetings during each calendar year that serve to stabilize, monitor, and enhance the Chapter's performance relative to its Annual Program. Without special approval of members in attendance, the length of these meetings shall not be more than one hour in duration.

Section 4:

Special and/or Called Meetings – Chapter meetings other than Annual and Regular meetings shall be Special and/or Called. Such meetings may be held at any time, with proper notice, upon the request of the President and/or by request of the Executive Committee. Notice must be given to Chapter members at least one (1) week in advance of such a meeting, if possible. (Rev 3/30/2019)

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Article V: Years

JSU Memphis Alumni Chapter shall conduct business; develop annual program/reports and elect officers to coincide with the fiscal year, July 1 through June 30.

Article VI: Good Standing

Section 1:

Any member or officer that has met all the financial requirements and has not violated any provision of the Constitution and By-Laws of the Chapter shall be considered in good standing with the Chapter.

Section 2:

Any blatant violation of the Constitution and By-Laws of the Chapter will be considered an act of malfeasance, and not in good standing. In addition, other acts considered not in good standing are members that fail to meet their financial obligations such as remittance of returned check fees, bank service charges, proceeds from fund-raisers, and the appropriate receipts for reimbursements. Such a consideration may lead to appropriate action, such as the removal of an officer from such office or legal action, if necessary, upon determination from the body. (Rev 3/30/2019)

Section 3:

All appeals must be submitted to the body within thirty (30) days of notification of the decision. The Constitution and By- Laws Committee and the Executive Committee shall be responsible to hear the appeal and render a report within thirty (30) days of the appeal submission to the body. (Rev 3/30/2019)

Article VII: Indebtedness

Any member or officer that enters into contractual agreements without the prior authorization of the body shall be solely and personally responsible for the obligation(s). All members, officers, and guests shall indemnify and hold harmless the JSU Memphis Chapter. Any act defined in this article shall constitute a violation of a member in good standing.

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Article VIII: Courtesy Policy

Section 1:

The Courtesy Policy is to extend timely acts of kindness, sympathy and good will to any financial member of the Chapter.

Section 2:

A Courtesy Committee consisting of three (3) or more members shall be responsible for administering the courtesy policy of the Chapter. (Rev 3/30/2019)

Section 3:

The guidelines and a description of courtesies are as follows:

Illnesses: Expressions of courtesy may be extended to financial members. Expressions may be visitation, cards or expressions of sympathy.

Deaths: A courtesy may be extended in the event of the death of a member or an immediate family member of a member. Immediate family is defined as spouse, parents, and children.

Special Occasions: A courtesy may be extended in celebration and/or recognition of promotions, marriages, births, and other special events.

Article IX: Travel Policy

Section 1:

The Chapter may reimburse the President or the official designee for total costs of eligible, budgeted expenses after the submission of the Chapter's Travel Authorization Form and all receipts. (Rev 3/30/2019)

Section 2:

The eligible expenses that may be reimbursed include but are not limited to the following:

- (a) JSU National Alumni Conference Registrations and Meetings;
- (b) Hotel lodging, room and tax only, for lodging necessary to attend the conference;

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- (c) Transportation costs including but not limited to airfare, train fare, or bus and/ or the standard IRS mileage reimbursement rate for personal vehicle used. (Rev 3/30/2019)

Article X: Revision of the By-Laws

The By-Laws can be revised at Regular or Annual meetings by a simple majority vote of the members present, provided that the proposed revision was submitted at a prior meeting of the Executive Committee. The revised By-Laws shall become effective immediately upon adjournment of the meeting which the revision was ratified.

Article XI: Quorum

A quorum shall be reached at any meeting, whether Annual, Regular, or Called/Special, if one fifth (1/5) of the Chapter's regular members are in attendance. (Rev 2/9/2019)

Article XII: Order of Business

The latest edition of the *Robert's Rule of Order*, as modified by this Constitution from time to time, shall be the referral guide to the order of business and parliamentary procedure. The President or any other presiding officer shall render decisions and rulings with respect to order of business and parliamentary procedure which shall be rejected only by the vote of two-thirds of the members of the Chapter that are present and voting.

END