

# **GREATER COLUMBIA CHAPTER**

**South Carolina State University  
National Alumni Association, Inc.  
Columbia, South Carolina**

## **CONSTITUTION & BYLAWS**

# CONSTITUTION

## ARTICLE I NAME

**Section 1.** This organization shall be known as the Greater Columbia Chapter of South Carolina State University National Alumni Association, Inc. , (SCSUNAA), hereafter called the Chapter.

## ARTICLE II MISSION AND OBJECTIVES

**Section 1.** MISSION: The Chapter will be an integral force of the University in supporting and reinforcing its mission, aspirations, and goals.

**Section 2.** OBJECTIVES. The objectives of the Chapter are to:

- a. Develop and maintain the spirit of the University;
- b. Disseminate information;
- c. Promote education and scholarship; and
- d. Cement the bond of fellowship and loyalty to the University.

## ARTICLE III AUTHORITY

**Section 1.** The Executive Committee of the Chapter, in accordance with the Articles of Incorporation of the SCSUNAA, Inc., adopts and implements the Constitution and Bylaws to regulate the internal affairs of the Chapter: as are appropriate to its authority and responsibilities.

The Chapter shall have the right to:

- a. Organize and constitute local activities;
- b. Hear and adjudicate all matters that are referred to it on appeal or otherwise;
- c. Support and contribute to the Endowment, Scholarship and Development Funds of the University.

**Section 2.** Elected Chapter Officers have the authority to conduct and take action on urgent business when the entire chapter cannot meet. All business conducted under this Section must be reported to the Chapter at its next meeting.

## **ARTICLE IV MEMBERSHIP**

**Section 1.** Membership shall be of two classes: (1) member and (2) Associate member.

## **ARTICLE V OFFICERS AND ELECTIONS**

**Section 1.** The Officers of this Chapter shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Chaplain. They shall be elected for a term of two years. The officers will be installed at the next meeting following the election and shall immediately assume their official duties.

**Section 2.** The President, of the Chapter, shall appoint the Parliamentarian to serve as an Advisor and appoint the Historian to maintain and archive historical files.

**Section 3.** An officer of the Chapter shall be a graduate or any person who has attended South Carolina State University for a minimum of one year.

## **ARTICLE VI MEETINGS**

**Section 1.** The Chapter shall hold a minimum of ten (10) general meetings and one (1) annual meeting during the fiscal year. The Executive Committee of the Chapter shall determine the meeting dates, places, and times.

**Section 2.** All matters not covered by this constitution and the current edition of *Robert's Rules of Order, Newly Revised*, shall be governed by the Chapter bylaws.

# BYLAWS

## ARTICLE 1 MEMBERSHIP

**Section 1.** Members shall be a graduate or any person who has attended South Carolina State University for a minimum period of one year. A member has voting rights as indicated below:

- a. in Chapter elections;
- b. in Association elections for National officers; and
- c. all voting matters brought forth at Chapter meetings.

**Section 2.** Associate Members shall be any person who has exemplified the interest and desires to promulgate the objectives as set forth in Article II. An Associate Member has voting rights as indicated below:

- a. in chapter elections;
- b. in Association elections for National officers; and
- c. all voting matters brought forth at Chapter meetings.

## ARTICLE II ADMINISTRATION

**Section 1.** The Chapter Officers shall be as indicated in Article V of this Constitution.

**Section 2.** The Executive Committee shall consist of all Chapter Officers, Immediate Past President, and Committee Chairpersons. They are expected to be present at all Chapter meetings. This committee shall convene before each Chapter meeting.

**Section 3.** The Chapter shall maintain the following standing committees: Auditing, Community Outreach, Constitution and Bylaws, Development, Hospitality, Information Technology, Membership, Nominating/Election, Public Policy, Scholarship, and Student Recruitment.

**Section 4** Each committee chair shall submit a quarterly (minimally) written report to the Executive Committee.

# ARTICLE III

## DUTIES AND RESPONSIBILITIES OF OFFICERS AND COMMITTEES

### Section 1. Elected Officers:

- a. **The President** shall preside at all the meetings, appoint all standing committees and all other committees except as herein or otherwise provided. The President shall serve as Chairperson of the Executive Committee. The President shall provide an agenda for each chapter meeting.
- b. **The First Vice President** shall preside in the absence of the President, exercise all functions of the President in case of his/her absence; and serve as an ex-officio member of a committee when appointed to such by the President. He/She shall nurture committee members, and the membership to become more actively involved with the running of the Chapter.
- c. **The Second Vice President** shall fulfill the duties of the President in the event of the absence or disability of both the President and the First Vice-President. The Second Vice President will also complete any necessary task(s) that are required to benefit the stability and growth of the organization.
- d. **The Recording Secretary** shall record all transactions of official meetings and send a report of those transactions to all authorized members within thirty (30) days.
- e. **The Corresponding Secretary** shall prepare letters for the President, as requested, and publish Chapter documentation as directed.
- f. **The Financial Secretary** shall receive and record all finances, and maintain financial records including both receipts and disbursements. This position must be bonded with a recognized bonding institution.
- g. **The Treasurer** shall receive all monies from the Financial Secretary, give a receipt for monies received and promptly deposit these monies to the credit of the Chapter designated financial institutions and disburse all funds. All checks shall be signed by the Treasurer and the Financial Secretary. The Treasurer shall make a monthly report at meetings of the Chapter and other reports that are required by the Chapter. This position must be bonded with a recognized bonding institution.
- h. **The Chaplain** shall lead invocations and benedictions where such prayers are offered at opening and closing of meetings or other events.

## **Section 2. Appointed Officers:**

**The Parliamentarian** shall advise the President and other officers, committees, and members of parliamentary procedures. He or she serves in an advisory capacity only.

**The Historian** shall maintain and archive the historical files of the Chapter, maintain materials produced by the Chapter, and document Chapter achievements through the years. The Historian shall maintain organized historical files and provide this information to members as requested.

## **Section 3. Executive Committee Responsibility**

The Executive Committee shall meet prior to the monthly general meetings and determine agenda items.

## **Section 4. Standing Committee Responsibilities**

- a. **Auditing Committee**. The Auditing Committee shall, at the end of each fiscal year, audit to ensure that the financial books of the Chapter are audited as directed by the Executive Committee.
- b. **Community Outreach**. The Community Outreach Committee shall coordinate activities to promote the Chapter's visibility in the community.
- c. **Constitution and Bylaws Committee**. The Constitution and Bylaws Committee shall keep abreast of all changes to the National Alumni Association Constitution and Bylaws, receive proposed changes to the Constitution and Bylaws from Chapter members and formulate recommendations for changes to the Chapter's Constitution and Bylaws to be circulated to members and presented for approval at the annual meeting of the Chapter. The Constitution and Bylaws Committee Chair will work in conjunction with a Co-chair on the Chapter's Policy and Procedures Manual.
- d. **Development Committee**. The Development Committee shall be responsible for planning activities and programs to raise funds designed to improve the Chapter and provide scholarships. This committee shall be the principal fundraising entity in the Chapter.
- e. **Hospitality/Social Welfare Committee**. The Hospitality/Social Welfare Committee shall be responsible for planning activities for the Chapter and Executive Committee members whenever such meetings are held. This Committee shall be responsible for the organization and administration of all other events of the Chapter not assigned to any other committee.
- f. **Information Technology Committee**: The Information Technology Committee shall ensure that alumni and supporters have personal access to

information about the Chapter and National Association. This committee shall continually examine and implement current technologies to fundamentally improve the way the Chapter interacts and communicates in order to accomplish its' overall mission and goals.

- g. **Membership Committee.** The Membership Committee shall recruit, retain, and reclaim members. Each year, this committee shall provide recruitment activities for membership into the Chapter. The committee shall hold a membership recruitment drive annually.
- h. **Nominating/ Election Committee.** The Elections/Nominating Committee shall submit an official slate or roster of nominees for the various Chapter offices as prescribed in these Bylaws, each odd year. In the event of a vacancy/vacancies of an office this committee will also submit an official slate or roster of nominees for said vacancy/vacancies.
- i. **Public Policy.** The Public Policy Committee shall monitor, review, and suggest action for the Chapter on bills, laws, and regulations that may affect the University and its student population.
- j. **Scholarship Committee.** The Scholarship Committee shall be responsible for soliciting local students for Alumni scholarships. The Committee shall secure materials and formulate necessary materials for applications and distribute it to chapter members. Applicants must submit their applications to the Scholarship Committee. The selection of recipients for scholarship is the sole responsibility of this committee.
- k. **Student Recruitment.** The Student Recruitment Committee shall promote students' interest in the University as well as provide assistance, as needed, to the Office of Admissions and the Office of Student Success Retention.

## ARTICLE IV TENURE OF OFFICERS

- Section 1.** All officers shall be elected for a period of two years and may serve consecutively with exception to the office of President. The President shall be eligible for re-election for one additional consecutive term in that office, except as provided for in Article V, Section 8. If the President has the desire to continue in the same capacity after serving two, two-year terms, he/she may seek said office after sitting out for one two-year term.

## **ARTICLE V ELECTION OF OFFICERS**

- Section 1.** All officers of the Chapter shall be elected by the voting members each odd year by the “BALLOT BY MAIL SYSTEM” or the “ELECTRONIC BALLOT SYSTEM”, except as provided for in Section 7 and 8 of V. Under this system, every member and associate member shall be entitled to one vote for each office to be filled. All ballots shall be distributed to voting members by mail through the United States Postal System, the approved electronic ballot/voting system or both.
- Section 2.** Any voting member who has attended at least 10 Chapter meetings within the last 24 months may become a nominee for any office.
- Section 3.** To qualify for Chapter President or Vice President, one must meet the following qualifications:
- a. Member of the Chapter for a minimum of two (2) years.
  - b. Served as a committee chair for a minimum of two (2) years.
- Section 4.** Each election year, the Nominating/Election Committee shall circulate nomination forms 120 days prior to the “May” meeting to members and associate members. Nominations will also be accepted during the monthly meeting that precedes the nominations deadline. Each nomination must be submitted by a member of the Chapter.
- Section 5.** The Nominating/Election Committee shall prepare the official ballot after confirming eligibility of all nominations received from individual members. The prepared ballot shall include space for write-in candidates and shall be circulated to every member not less than 30 days prior to the date of the election meeting.
- Section 6.** All ballots must arrive at the approved election receipt address in a sealed envelope by the established deadline or submitted through the approved electronic ballot/voting system.
- Section 7.** In case of a vacancy in the office of the President, the Vice-President shall become the President as provided in Section 8 of this Article.
- Section 8.** In the event of a vacancy in the offices of the Vice-Presidents, Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer or Chaplain, the name of a qualified nominee (as determined by the Nominating Committee) shall be submitted to the Executive Committee within 30 calendar days for consideration to fill the said vacancy (or vacancies). The Executive Committee shall approve or disapprove the aforementioned nominee by a simple majority. Upon approval of the Executive Committee, the Nominee immediately assumes the office in question.



**Section 9.** No person who has held the position for more than one year of a term to which some other was elected shall be elected to the office more than once. But, this Article shall not apply to any person holding the office when this Article was proposed or approved.

## **ARTICLE VI MEETING**

**Section 1.** Meetings shall be as prescribed in Article VI of this Constitution.

## **ARTICLE VII QUORUM**

**Section 1.** A quorum shall consist of the voting members present at the time the meeting is scheduled.

## **ARTICLE VIII FISCAL YEAR**

**Section 1.** The fiscal year shall be from July 1 to June 30 of any given year.

## **ARTICLE IX DUES**

**Section 1.** Annual membership dues shall be established at the budget meeting and payable at any time during the fiscal year.

**Section 2.** Each chapter, upon receipt of membership dues, shall forward dues along with financial roster to the SCSUNAA Financial Secretary no later than December 31.

## **ARTICLE X AMENDMENTS**

- Section 1.** These Bylaws may be amended at any annual meeting of the Chapter by a two-thirds vote, provided that a member has submitted in writing the amendment change at the previous meeting to the Constitution and Bylaws Committee.
- Section 2.** The Constitution and/or Bylaws may be amended by a two-third vote of the members present at the Annual Meeting.

## **ARTICLE XI ARTICLE OF INCORPORATION**

- Section 1.** In the event of dissolution, the residue assets of the Chapter will be turned over to one or more organizations which themselves are exempt as organizations described in section 501 (c) (3) and 170 (C) (2) of the Internal Revenue Code of 1954 or corresponding section of any prior or future Internal Revenue Code, or to the Federal, State, or Local Government for exclusive public purpose.
- Section 2.** Notwithstanding any other provision of these articles, this corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation whose contributions are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 or any future United States Internal Revenue Law.

## **ARTICLE XII ARTICLE OF IMPEACHMENT**

- Section 1.** Any elected officer that fails to carry out the duties of that office in keeping with the Constitution and Bylaws may be voted out of office by a two-thirds majority vote at the Annual Meeting or a call meeting for that specific purpose. The President or a majority of the voting members of the Executive Committee may convene at the call meeting.