

# Southern University Alumni Federation – New Orleans Chapter

## By-Laws



Effective Date: 02/05/2024

Southern University Alumni Federation – New Orleans Chapter

## **Article I – Organization**

**Name** –This organization shall be known as Southern University Alumni Federation– New Orleans Chapter and its domicile shall be in New Orleans, Louisiana. This Chapter shall hold harmless and/or indemnify Southern University Alumni Federation, its officers, and directors against any claim or liability arising from violation of any law, ordinance, code, regulation, order or decree, whether by the Chapter, or its members.

## **Article II – Mission/Purpose**

**Mission** – The mission is to support the goals and objectives of the Southern University System and its campuses through recruitment, financial support, public relations, loyalty, talent, and membership with a commitment to high educational and moral standards while fostering a spirit of cooperation and fellowship with the National Alumni Federation, Board of Supervisors, other chapters and those who support the love for our Alma Mater.

## **Article III - Objective**

The Objective of the chapter shall be:

- a. To unite into a single group the graduates, former students, and supporters of the University.
- b. Foster a spirit of cooperation and fellowship between Southern University and its former students and graduates.
- c. To promote the welfare of Southern University System.
- d. Raise funds to support the Southern University Alumni Federation and the Southern University System
- e. Inform prospective students of the advantages of attending Southern University.
- f. Provide scholarships to deserving students who are attending or will attend Southern University.
- g. Create a network for former Southern University attendees currently residing in New Orleans and the surrounding areas.
- h. Promote graduate participation in the Southern University's Alumni Federation

## **Article IV - Membership**

The membership of the Chapter shall be classified as follows:

**Section 1.** Regular – Those persons who have attended Southern University System at any of its campuses for at least one semester is considered an alumnus; and has paid the dues prescribed in the Bylaws

**Section 2.** Honorary – Those persons who have rendered exceptional or distinguished service to the Southern University System at any of its campuses, and the New Orleans Chapter. Honorary non-financial members who are recommended and approved for such membership (i) by the Executive Council, or (ii) by the membership of the local chapter.

**Section 3.** Associated members - Those persons who attended the Southern University System at any of its campuses, but who did not receive a degree, diploma, or certificate from Southern University, or any other college or university, and have paid their dues.

- i. associate members shall not hold the offices of president or 1<sup>st</sup> vice president.

**Section 4.** Life (Local) – Those persons who fulfill the requirements for the regular or associate membership and have paid the dues prescribed in article iv, Section 6, part b.

### **Section 5. Participation/Privileges**

- a. The privileges and courtesies of membership shall be affordable upon payment of dues as established Article IV, Section 6 of this document.
- b. In matters related to policy setting and interpretation, financial members shall have one vote, only financial members have voting privileges.

- c. Upon arrival to called meetings, financial members must check in with the membership committee and receive voting instructions to have their vote counted.
- d. Each member shall have one vote in matters not covered in Article IV, Section 5, part b.

**Section 6.** Financial Membership and Dues are as follows:

- a. Regular membership shall be established with a payment of \$50 each fiscal year.
- b. Associate membership shall be established with a payment of \$40 each fiscal year.
- c. Life members shall be established with a single payment of \$250.
- d. Life members may pay an annual maintenance fee of \$25.
- e. There shall be no financial requirement for Honorary. Honorary members shall not be considered as a part of the financial body of members.

**Article V – Officers/Duties**

- A. President
- B. 1<sup>st</sup> Vice-President
- C. 2<sup>nd</sup> Vice-President
- D. 3<sup>rd</sup> Vice-President
- E. Recording Secretary
- F. Corresponding Secretary
- G. Financial Secretary
- H. Parliamentarian
- I. Sargent at Arms
- J. Chaplain
- K. Historian
- L. Treasurer

**A. President** – Shall preside over all meetings of the New Orleans Chapter and the Executive Board, appoint committees, and lend leadership to the activities of the Chapter. The President shall call special meetings of the Chapter and the Executive Committee, act as liaison with other organizations, and shall perform other duties as usual, as it pertains to this office. The President shall appoint all appointed officers, and shall serve as an ex-officio member of all committees.

**B. 1st Vice-President** – Shall act as President when for any reason the chair becomes vacant. The First Vice President shall coordinate the fund-raising of the New Orleans Chapter and chair the fund Raising Committee.

**C. 2nd Vice-President** – Shall be responsible for directing the membership (retention and retaining) activities of the New Orleans Chapter and chair the Membership Committee.

**D. 3rd Vice-President**- shall be responsible for student relations comprising recruiting, retention, and mentoring. Shall chair the scholarship committee.

**E. Recording Secretary** – Shall record the minutes of all meetings of the Chapter and of the Executive Committee and shall perform other duties delegated to that office.

Goals for position:

- Serve as backup for Corresponding Secretary
- Prepare minutes of the previous general monthly meeting for review at each Executive Committee Meeting.
- All minutes of general meeting shall be filed in a general binder and copies provided for the Executive Committee.
- Format all minutes to include:
  1. Type of meeting, date, time and place.
  2. Name of presiding officer and recording secretary
  3. Presentations, amendments, and approval of previous minutes.

4. Unfinished business.

5. Date of the next meeting, Time of adjournment, and name and signature of recorder.

**F. Corresponding Secretary-** Shall maintain correspondence regarding Chapter meeting dates, fund-raisers, and other pertinent activities in a timely manner.

Goals:

1. Serve as backup for Recording Secretary
  2. Review all correspondence with President and attain signature before release.
  3. Manage mailing preparations for Chapters announcements, newsletters and others with the Membership Chair for member directory or mailing list.
- A. Manage phone bank as directed by the President or First Vice-President.

**G. Financial Secretary** – shall receive donations and collect monies, and maintain accurate records of such donations and collections. The Financial Secretary shall maintain records of the transfer of such donations and collections to the Treasurer who has the fiduciary duty and responsibility to deposit into Chapter accounts. The duties and responsibilities of the Financial Secretary shall be under the direct supervision of the President.

**H. Parliamentarian-** Shall interpret the rules of parliamentary procedure as they relate to the conduct of all meetings.

**Sergeant At Arms-** when requested to do so by the presiding officer shall maintain decorum, and enforce the rules relative to privileges in meetings, and shall keep the meetings cleared of unauthorized persons.

**I. Chaplain** – Shall open each meeting with the appropriate ceremony, and shall be responsible for this service in all other meetings when required.

**J. Historian** – Shall establish and maintain records of significant Chapter events. Records of such events that have historical value include pictures, DVDs, audio and

video tapes. The Historian shall coordinate activities with the First Vice President. The Historian shall make arrangements with the Executive Committee for transferring such records to the Chapter's System archives. The duties and responsibilities of the Historian shall be under the direct supervision of the President. Shall coordinate the release of Chapter information and promote the image of the chapter.

**K. Treasurer** – Shall be appointed by the President. Shall provide oversight over the disbursement of Chapter funds subject to approval by the Executive Board or the membership. The Treasurer shall provide periodic financial statements and financial reports. Shall collect, deposit, and disburse all monies of the New Orleans Chapter. Preferably, the Treasurer position shall encompass having an accounting background or having served previously as Treasurer in another organization.

## **Article VI – Official Position/ Guidance**

**Term of Office** - All elected and appointed officers shall serve two-year terms. All officers shall remit the required membership assessments within thirty (30) calendar days following their election to office. Any elected or appointed officer may not serve more than two consecutive terms.

**Removal From Office** – Failure to properly perform duties, failure to relinquish Chapter property or misuse of funds shall be the basis for the recommendation of removal from office. Chapter property means item(s) or equipment in the possession of any officer that was purchased with Chapter funds. This includes but is not limited to banners, T-shirts, SU paraphernalia, etc. Any member in good standing can recommend the removal of an officer. The recommendation must be in writing, dated, cite the reason(s) for removal from office and must be signed and dated by those recommending removal of the officer from their position. The letter should be presented to the executive committee. The executive committee will bring the recommendation to the body for acceptance of the recommendation and a vote shall take place to complete the process of removing an officer. If the vote does not pass, the officer will remain in place until the end of their term.

If an officer resigns their post, the resignation must be submitted in writing, dated and signed by the resigning officer. The letter should be submitted to the Executive Committee. Once received by the Committee and accepted, the Corresponding Secretary will send a letter to the resigning officer stating the resignation has been accepted. This document will be signed and dated by the standing President and the 1<sup>st</sup> Vice President.

**Vacancies** - All vacancies, whether caused by resignation, death or otherwise, may be filled by the affirmative of a quorum of 1/3 eligible voters of any qualified nominee named at the meeting following the announcement of the vacancy.

### **Article VII – Committees**

- I. Fund Raising
- II. Membership
- III. Scholarship
- IV. Corporate Affairs
- V. Finance
- VI. Communication and Public Affairs
- VII. Nomination and Election Committee
- VIII. Ad Hoc Committee

- I. **Fund Raising** – The 1<sup>st</sup> Vice President serves as committee chair for this committee. The committee shall develop and implement action plans for generating funds for scholarships and other Chapter projects.
- II. **Membership** – Membership shall be viewed as a Chapter initiative. All members should be actively recruiting new membership; however, the 2<sup>nd</sup> Vice President serves as committee chair for this committee. The committee shall develop and implement action plans for membership recruitment and retention.
- III. **Scholarship**– The 3<sup>rd</sup> Vice President serves as committee chair for this committee. The committee shall develop and implement action plans for (a) scholarship applications including criteria and guidelines for awarding scholarship funds from the Chapter, (b) identify eligible students attending the Southern University Baton Rouge campus who require assistance in the form of scholarships, partial scholarships or book vouchers, and (c)



maintain a continuing relationship with scholarship recipients to provide guidance, support, and assistance until their graduation.

- IV. **Corporate Affairs** - The 1<sup>st</sup> Vice President serves as committee chair. The committee shall coordinate all activities fostering supportive relationships with and secure sponsorships from businesses in the community.
- V. **Finance Committee**- The Finance Committee shall consist of the President and the Executive committee. The Treasurer or the Financial Secretary shall serve as the chairperson. The committee is responsible for developing the proposed Chapter annual budget, evaluating the Chapter's financial position, and other initiatives assigned by the Executive Board. The committee shall provide written recommendations to the membership.
- VI. **Communication and Public Affairs**- Historian serves as committee chair. The committee shall coordinate the release of Chapter information and promote the image of the chapter.
- VII. **Nomination and Election Committee**- The President shall appoint a nomination and election committee a minimum of ninety (90) days prior to the Annual Meeting. (The Annual meeting shall occur each July at the beginning of the fiscal year). The committee can recommend officers and eligible members can submit in writing to a nomination committee member their intent to run for a specific office. This committee shall present a list of candidates a minimum of forty-five (45) days prior to the election. The election will be held during the General meeting in May. June is used as a period of transition between officers. New Officers are sworn in during the Annual Meeting. All eligible voters shall receive notification (30) days prior to the election. The method of balloting during elections shall be determined by the Executive Board prior to the Annual Meeting.
- VIII. **Ad Hoc Committee**- Ad Hoc committees may be established at the will of the President or Executive Committee.

#### **Article VIII – Executive Committee**

Executive Board – **(Additional rules and/or guidelines to be set by the current Executive Council/Board)**

Section 1. Only officers for the current term are deemed as Executive Committee members.

Section 2. Executive Board meetings are open to all active chapter members; however these active members cannot vote during an executive committee meeting or debate any topics presented during these meetings.

### **Article IX - Meetings**

Section 1. General meeting. The general meeting of the Chapter shall be held the 3<sup>rd</sup> Tuesday of each month.

Section 2. Special Meeting. A special meeting may be called by the President or Executive Board.

Section 3. A committee meeting may be called by the Chair of the respective committee.

Section 4. Executive Board Meetings. A meeting of the Executive Board shall be held each 2<sup>nd</sup> Thursday of each month.

Section 5. Meetings will take place each month. If the President is not available to preside over the meeting, the 1<sup>st</sup> Vice President will preside. If the President and the 1<sup>st</sup> Vice President are not available to preside over a meeting, the 2<sup>nd</sup> Vice President will preside.

Section 6. General meetings will be 75 minutes or less.

Section 7. A meeting shall be deemed as a quorum with 1/3 of the active members present.

Section 8. The usual order of business for a regular monthly meeting is as follows. The order may be suspended or changed at any time by the majority vote of the board members present.

a. Call to Order

b. Opening Prayer

c. Roll Call

d. Adoption of Agenda and Previous Minutes

- e. Campus News and Information
- f. Committee Reports
- g. New Business
- h. Old Business
- i. Good to the Order
- j. Closing Prayer
- k. Adjournment

### **Article X – Rules of Procedure**

Section 1. The fiscal year of the New Orleans Chapter shall be July 1 through June 30.

Section 2. In all matters concerned with procedure, conducting meetings and Chapter operation; the New Orleans chapter shall abide closely with the Federation guidelines and Robert's Rules of Order shall govern unless such rules conflict with the provisions outlined in the Constitution or the Bylaws.

### **Article XI – Bylaws**

**Section 1.** The New Orleans Chapter shall pay an annual affiliation fee of \$500 to the Southern University Alumni Federation.

**Section 2.** Members shall be assessed dues as follows:

- a. Annual Chapter dues - \$50
- b. Associate Chapter member dues - \$40
- c. Local Chapter life- \$250
- c. National Federation Regular or Associate dues - \$50
- d. National Federation Life Membership - \$500

e. National Subscribing Life members are those persons who fulfill the requirements for the regular or associate membership and have chosen to become Life members through a payment plan as prescribed in the Federation Financial Policy and Procedures Manual. (Payable in installments over 24 months from the first payment.)

f. National Federation Maintenance - \$25

Dues are subject to change and any change must be approved by the Executive Committee.

Annual dues should be paid during the first quarter of the fiscal year.

**Section 3.** Each standing committee shall develop policies and procedures and present recommendations to the Executive Committee.

**Section 4.** The Executive Committee shall arrange for storage of Chapter records including but not limited to meeting minutes, financial reports, fiscal audits, strategic plans, etc.

### **Article XII – Amendments**

Additions to or amendments of Bylaws required proper motion and a quorum of 1/3 eligible voters attending the regular meeting or special call meeting convened by the Chapter President or the Executive Committee.

Any proposed amendments or changes to the Bylaws require a thirty (30) day notice to all financial members