

CONSTITUTION AND BY-LAWS



DALLAS CHAPTER

SOUTHERN UNIVERSITY ALUMNI FEDERATION

Effective Date: November 13, 2009

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By majority vote on November 13, 2009, the membership adopted the proposed amendments. The revised Constitution and By-Laws became effective on November 13, 2009.

The Constitution and By-Laws for the Dallas Chapter, Southern University Alumni Federation has eight (8) articles and the By-Laws.

- ARTICLE I
- ARTICLE II
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- By-Laws

ARTICLE I

This organization shall be known as the Dallas Chapter, Southern University Alumni Federation, and its domicile shall be Dallas, Texas. 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

Section 1. Mission and Goals. The Chapter's mission is to support the National Southern University Alumni Federation goals and objectives to support the Southern University System's status as a premier center for higher education. The Chapter's goals shall focus on effective communication with the National Alumni Federation, Southern University System Board of Supervisors, Southern University-Baton Rouge Campus Administrators and Faculty, and students to develop action plans for student recruitment, fundraising, maximizing Chapter membership and increasing public knowledge about the Southern University System. Specific mission-related goals follow:

a. **Effective Communication.** Chapter officers, committee chairs and members shall keep informed on issues and programs that affect the National Alumni Federation, Southern University System Board of Supervisors and specifically the Southern University-Baton Rouge Campus. The Chapter shall develop and implement action plans to attend meetings of the National Alumni Federation and the Southern University System Board of Supervisors.

b. **Student Recruitment.** The Chapter shall annually implement action plans to successfully recruit high school scholars and students-athletes attending Dallas-area schools to earn degrees awarded by the Southern University System.

c. **Fundraising.** The Chapter shall annually implement action plans to generate revenue for: (1) awarding scholarships, book awards and stipends to Dallas-area students attending Southern University-Baton Rouge Campus; (2) Chapter projects; and (3) the National Southern University Alumni Federation projects.

d. **Membership.** The Chapter shall annually develop and implement action plans to (1) recruit Dallas-area Southern University graduates and others to become members and (2) retain membership.

e. **Public Relations.** The Chapter shall annually develop and implement action plans that focus on establishing effective communication with the media and schools in Dallas-area communities.

Section 2. Vision. The Chapter embraces the following values:

- (a) Quality education and academic achievement;
- (b) Respect for others and their ideas;
- (c) Critical innovation and creative thinking;
- (d) Openness is discourse;
- (e) Civic and social responsibility, generosity and compassion;
- (f) Support for all historically Black colleges and universities; and
- (g) Love for our Alma Mater

ARTICLE III

Membership. Membership in the Chapter shall consist of the following:

Section 1. Regular. Any person who graduated from Southern University or any of one of its branches. Also, any person who attended Southern University for at least one school session of nine (9) months or its equivalent, but did not receive a degree, diploma or certificate from Southern University. Regular members who have met annual dues requirements are further designated as voting members.

Section 2. Life. Any person who has fulfilled the requirements for Regular Membership and has paid the required fees.

Section 3. Honorary. Any person who is designated an Honorary Member. Honorary membership may be bestowed upon certain persons who have rendered exceptional or distinguished services to the University and the Dallas Chapter. Approval by the Executive Council is necessary for Honorary Membership. Recommendations may be submitted by any Chapter member. Honorary members may attend general Chapter meetings as guests and are designated as non-voting members.

Section 4. Chapter Booster. Any person who (i) has attended Southern University or any one of its branches or any other college/ university for at least one semester and does not meet criteria for Regular membership, (ii) volunteers to support the Chapter's objectives and programs, and (iii) pays the requisite Chapter Booster dues. Booster members may attend general Chapter meetings and are designated as non-voting members.

ARTICLE IV

Section 1. Officers. All officers shall be Regular and/or Life Members who are in good standing. Chapter officers are President, First Vice-President, Second Vice-President, Third Vice-President, Treasurer, Recording Secretary, Parliamentarian, Sergeant-At-Arms, Chaplain and Historian.

Section 2. Duties of Officers. The duties of the officers referenced in Section 1 shall be:

- a. **President.** The person holding this office is the Chapter's official representative and spokesperson. He/she shall preside at general meetings, special meetings and meeting of the Executive Council. The President has the authority to appoint members in good standing to fill unexpired officer positions; to establish ad hoc committees; to appoint chairs and co-chairs of standing and ad hoc committees; to convene special meetings; and to endorse Chapter payment instruments for scholarship awards, student stipends, payment of legitimate expenses incurred by the Chapter. The President may exercise his/her discretion to serve as an ex-officio member of all standing and ad hoc committees.
- b. **First Vice-President.** The person holding this office acts in the absence of the President. The First Vice-President shall serve as the chairperson for the Fundraising Committee.
- c. **Second Vice-President.** The person holding this office acts in the absence of the President and First Vice-President. The Second Vice-President shall serve as the chairperson for the Membership and Membership Programs Committee.
- d. **Third Vice-President.** The person holding this office acts in the absence of the officers referenced in Sections 2.a., 2.b. and 2.c. The Third Vice-President shall serve as the chairperson for the Student Relations Committee.
- e. **Treasurer.** The person holding this office shall be the custodian of all Chapter funds including checking, investment and scholarship accounts. The Treasurer is responsible for receiving, depositing and maintaining current and accurate financial records including vouchers, check requests, receipts, etc. The Treasurer shall prepare and present written detailed financial status reports (receipts, disbursements and balances on all accounts) at all general meetings and Executive Council meetings. The signature of the Treasurer and the signature of either the President, First Vice-President, Second Vice-President or Third Vice-President are required on all Chapter checks. The financial records are the property of the Chapter and must be relinquished to the Chapter President (or other authorized officer) upon request or expiration of the Treasurer's term of office. The treasurer shall serve as the Chairperson, Finance Committee
- f. **Recording Secretary.** The person holding this office is responsible for recording, preparing and archiving minutes of general and special meetings. Minutes of Meetings are the property of the Chapter and must be relinquished to the Chapter President (or

other authorized officer) upon request or expiration of the Recording Secretary's term of office.

- g. **Parliamentarian**. The person holding this office shall be the final interpreter of the Constitution and By-Laws and Robert's Rules of Order, Revised, when his/her ruling is requested by the presiding officer at general and special meetings. The Parliamentarian shall serve as the chairperson for the Constitution and By-Laws Committee.
- h. **Sergeant-At-Arms**. The person holding this office shall assist the presiding officer in maintaining decorum and enforcing rules relative to membership privileges in general meetings, special meetings and Executive Committee meetings. The Sergeant-At-Arms shall take appropriate action to insure that unauthorized persons do not attend or participate in any Chapter meeting.
- i. **Chaplain**. The person holding this office shall open general and special meetings with the appropriate ceremony. The Chaplain shall also be responsible for providing spiritual guidance at all other official Chapter functions.
- j. **Historian**. The person holding this office shall establish and maintain records of significant Chapter events. Records of such events that have historical value may include pictures, DVDs, tapes, etc.

Section 3. Tenure. Officers are elected by the membership and serve two-terms. All officers shall remit the required membership assessments within thirty (30) calendar days following their election to office. No Chapter officer shall more than two consecutive terms.

Section 4. Removal From Office. Failure to timely remit assessments; failure to attend three consecutive general or Executive Council meetings; failure to properly perform duties; failure to relinquish Chapter property; or misuse of funds shall be the basis for recommending such removal. Property means item(s)/equipment in the possession of any officer that was purchased with Chapter funds including but not limited to banners, tee shirts, Bayou Bash shirts, raffle tickets, etc. Any member in good standing may recommend such removal. The recommendation must be in writing, dated, cite the specific reason(s) for the recommended removal, and must include the printed name(s) and signature(s) of the member(s) recommending such removal.

- a. Any recommendation for removal shall be presented to the Executive Council by the President or authorized officer (in the event that the President's removal is recommended) at a special meeting called for that purpose.
- b. The affected officer will be afforded the opportunity to present oral and written responses to the Executive Council at the special meeting referenced above. The Executive Council by majority vote shall make a final determination on the recommendation.
- c. If the recommendation for removal is sustained by majority vote of the Executive Council, the affected officer will be given the opportunity to resign. Such resignation

may be in writing or made as an oral declaration (attested by Meeting Minutes) and becomes effective on the date of the special meeting.

- d. If the affected officer elects not to resign, the President or authorized officer shall present the Executive Council's recommendation for removal and the affected officer's written response at the next scheduled general meeting. The recommended removal must be sustained by a majority vote.
- e. If the affected officer resigns or if the recommended removal is sustained, the President or authorized officer may appoint any member in good standing to the vacated position.

ARTICLE V

Chapter activities, projects, action plans, etc. are processed through delegations to various committees. The chairpersons for Standing Committees are either elected officers or members appointed by the President. Committee chairpersons are responsible for preparing and presenting written reports at general meetings and Executive Council meetings. Each committee chairperson may designate a committee member to record committee meeting minutes and to assist the committee chairperson to prepare the written report.

Section 1. **Executive Council**. This organizational entity shall consist of the elected officers, chairpersons of standing committees, the immediate Past President, and two at-large Regular members appointed by the President. The President shall serve as the chairperson for the Executive Council. The Executive Council provides leadership, direction and oversight for all Chapter activities and projects including but not limited to approval of the fiscal year budget, developing and implementing strategic plans, appointing an audit committee, taking action on recommendations relating to dues, removal of officers, etc. The Recording Secretary records Executive Council meeting minutes and assists the presiding officer to prepare written reports.

Section 2. **Fundraising Committee**. This committee shall develop and implement action plans for generating funds for scholarships and other Chapter projects.

Section 3. **Student Relations Committee**. This committee shall develop and implement action plans to (a) sponsor, schedule and participate in recruitment fairs; (b) effectively coordinate planned activities with the Fundraising committee and Public Relations Committee; (c) develop scholarship applications including criteria and guidelines for the award and renewal of any awarded *John A. Woods* scholarship; (d) identify other available scholarships to assist eligible Dallas-area students attending Southern University Baton Rouge campus; and (e) maintain continuing communication with *John A. Woods* scholarship recipients to provide guidance, support and assistance until their graduation.

Section 4. **Public Relations Committee**. This committee shall develop and implement action plans for (a) scheduling media interviews for Chapter officers and/or committee chairpersons; (b) preparing and distributing news releases to the print and broadcast media; (c) arranging for photography opportunities for Chapter officers, members and Dallas-area students recruited to attend or attending; (d) publicizing Dallas-area students receiving Chapter scholarships or stipends; (e) publicizing Dallas-area students who graduate from Southern University; (f)

coordinate with other committees to insure timely publicizing of Chapter events and projects; and (g) other projects to promote community interest and support for the Southern University System.

Section 5. **Membership and Membership Programs Committee**. This committee shall develop and implement action plans for membership recruitment and retention. The committee also develops and coordinates with the Fundraising Committee on developing continuing activities programs for the Chapter's members.

Section 6. **Finance Committee**. This committee shall coordinate with all standing and ad hoc committees to develop the Chapter's budget for each fiscal year. The budget will be presented to the Executive Council not later than thirty (30) days after each fiscal year.

Section 7. **Constitution Committee**. This committee's function is to review and process any written proposed amendments to the Chapter's Constitution.

Section 8. **Strategic Planning and Training Committee**. This committee coordinates the development of the Chapter's five -year Strategic Plan, develops training for officers and members, monitors its implementation and makes recommendations to the Executive Council.

ARTICLE VI

Chapter Meetings. Meetings of the Chapter shall be as follows:

Section 1. General Meeting. A general meeting of the Chapter shall be held in the month of February, April, June, August, October and December of each year.

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

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

Section 4. Executive Council Meetings. A meeting of the Executive Council shall be held in the months of January, March, May, July, September and November of each year.

ARTICLE VII

Section 1. Nominations and Election Committee. This five-member committee is an *ad hoc committee* that is appointed by the President at the April general meeting to allow at least 30 calendar days to secure a slate of candidates for Chapter officer positions. The committee chair shall be selected by the committee members. The committee shall promulgate election rules and offer a list of candidates to the membership at the May meeting.

Section 2. Election of Officers. Officers will be elected at the June general meeting.

Section 3. Notification to the National Southern University Alumni Federation. Within 30 calendar days, the Recording Secretary shall transmit written notification of the Chapter's elected officers to the Office of Alumni Affairs in Baton Rouge, Louisiana.

Section 4. Payment of Dues. All officers shall remit the required membership dues not more than 30 calendar days following the election date.

Section 5. Installation. Newly elected officers shall be installed at the first general meeting following their election and assume their respective offices on July 1st.

ARTICLE VIII

Section 1. Amendments. Any member in good standing as prescribed in Article III may submit written proposal for amending the Chapter's Constitution to the Executive Council.

Section 2. The Executive Council shall refer any proposed amendment for review by the Constitution Committee to insure the proposal does not conflict with the Chapter's Constitution or the Constitution and By-Laws of the National Southern University Alumni Federation.

Section 3. Within 10 calendar days, the Constitution Committee will review the proposal and make its recommendation on any proposed amendment to the Executive Council at the next scheduled Executive Council meeting.

Section 4. If there are no conflicts extant, the Executive Council presiding officer will make any proposed amendment available to all members in good standing not less than 20 days before the next scheduled general meeting. Any proposed amendment can only be adopted by a majority vote of members present at the general meeting.

BY-LAWS

Section A. Policies and Procedures

1. Each standing committee shall develop policies and procedures and present recommendations to the Executive Council.
2. Executive Council shall approve any policy and procedure.

Section B. Dues

1. Dues are subject to change and any change must be approved by the Executive Council.
2. Annual Chapter dues must be remitted not later than thirty (30) days after the start of the fiscal year.

Section C. Chapter Records

1. Executive Council shall arrange for storage of Chapter records including but not limited to meeting minutes, financial reports, fiscal audits, strategic plans, etc.