

# **SCSUNAA CONSTITUTION & BYLAWS**

CONSTITUTION AND BYLAWS OF THE SOUTH CAROLINA STATE  
UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC.  
ORANGEBURG, SOUTH CAROLINA

# CONSTITUTION

## ARTICLE I NAME

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

## ARTICLE II MISSION AND OBJECTIVES

**Section 1.** **MISSION:** South Carolina State University National Alumni Association will be an integral force of the University in supporting and reinforcing its mission, aspirations, and goals.

**Section 2.** **OBJECTIVES.** The objectives of the Association 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 Association, 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 SCSUNAA, Inc., as are appropriate to its authority and responsibilities.

The Association shall have the right to:

- a. Organize and constitute chapters;
- b. Hear and adjudicate all matters that are referred to it on appeal or otherwise; and

- c. Support and contribute to the Endowment, Scholarship and Development Funds of the University.

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

## **ARTICLE IV** **MEMBERSHIP**

**Section 1.** Membership in this Association shall be of five classes: (1) chapter member, (2) At-Large member, (3) Honorary member, (4) Associate member and (5) Life member.

## **ARTICLE V** **OFFICERS AND ELECTIONS**

**Section 1.** The Officers of this Association shall be a 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 National Alumni Convention and shall immediately assume their official duties.

**Section 2.** The President, of the Association, shall appoint the Parliamentarian to serve as an advisor.

**Section 3.** An officer of the Association 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 Association shall hold three (3) general meetings and one (1) annual meeting (convention) during the fiscal year. The Executive Committee of the Association shall determine the meeting dates, places, and times.

**Section 2.** All matters not covered by this constitution and the current edition of Roberts Rules of Order, newly revised, shall be governed by the bylaws.

## **ARTICLE VII**

### **CONVENTIONS**

**Section 1.** The Association may, on approval of the General Body, hold conventions with the time and location of the convention to be determined by the Executive Committee. The Executive Committee shall determine the theme.

**Section 2.** The purpose of conventions shall be consistent with the Association's objectives and mission as outlined in Article II of this Constitution.

# BYLAWS

## ARTICLE I ORGANIZATION AND STRUCTURE

- Section 1.** The basic unit of the Association shall be chapters.
- Section 2.** A chapter of this Association may be established anywhere providing its members meet the membership requirements of the Association; meet all the requirements as set forth in the Constitution and Bylaws.
- Section 3.** The name of each chapter shall be "The Chapter of South Carolina State University National Alumni Association, Inc."
- Section 4.** The chapters of the Association shall be grouped according to geographic regions, the number and boundaries of which will be determined by the National Council. Each Region shall have a Regional Coordinator and a Regional Recruiter.

## ARTICLE II CHAPTERS

- Section 1.** Chapters shall have the right to:
- a. Organize and carry out the Mission of the Association in their respective areas;
  - b. Elect officers to include as a minimum the following: President, Vice President, Secretary, Financial Secretary, and Treasurer;
  - c. Hold meetings; and
  - d. Adopt their own Constitution and Bylaws, as long as they are not in conflict with the Association's Constitution and Bylaws.

## ARTICLE III MEMBERSHIP

- Section 1.** Chapter Member shall be a graduate or any person who has attended South Carolina State University for a minimum period of one year, who is

affiliated with an organized chapter (consisting of five or more members) established and duly chartered under the Association who exemplifies the interest and desire to promulgate the mission of the Association. A chapter 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 the National Council Meetings.

**Section 2.** At-Large Member shall be a graduate or any person who has attended South Carolina State University for a minimum period of one year, and who is not affiliated with a chapter. An At-Large Member has voting rights as indicated below:

- a. In Association elections for National officers; and
- b. All voting matters brought forth at the National Council Meetings.

**Section 3.** Honorary Membership shall be extended to those persons recommended by an active member or chapter to the Executive Committee and approved by a majority vote at a regular meeting in recognition of their outstanding service to the Association and who has exemplified the interest and desire to promulgate the objectives as set forth in Article II of this Constitution. An Honorary Member does not have voting rights.

**Section 4.** Associate Member shall be any person who has exemplified the interest and desires to promulgate the objectives as set forth in Article II, and received the approval of the majority vote of those present in a regular meeting. 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 the National Council Meetings.

**Section 5.** Life Member shall be a Chapter Member or an At-Large Member who has satisfied the requirements for life membership as set forth by the Association. A Life 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 the National Council Meetings.

**Section 6.** Membership Cards shall be issued to Chapter Members or At-Large Members and Associate Members who are classified as financial members of the Association. The Executive Committee shall designate any additional qualifications. Special cards are authorized and issued to Honorary and Life members.

## **ARTICLE IV**

### **ADMINISTRATION**

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

**Section 2.** The National Council shall consist of all National Officers, Regional Coordinators, President or a representative from each chapter, All Past Presidents of the Association, Chairperson(s) of all committees, Director of Alumni Relations, and one member of the Future Alumni Chapter as selected by the Future Alumni Activities Committee.

**Section 3.** The Executive Committee shall consist of all National Officers, Immediate Past President, Regional Coordinators, Committee Chairpersons, and Director of Alumni Relations. Members of the Executive Committee are expected to be present at all Association meetings. This committee shall convene before each General and Annual meeting of the Association.

**Section 4.** The Association shall maintain the following standing committees: Auditing, Alumni Scholarship, Special Events, Membership, Future Alumni, Credentials, Hospitality, Awards, National Alumni House, Constitution and Bylaws, Development, Political Action, and Technology.

## **ARTICLE V**

### **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 and the National Council. The President shall provide the final

agenda, to be included with meeting information packet, that should be forwarded to all members and the University Alumni Director, 10 business days prior to the quarterly business 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; serve on committees when appointed to such by the President.
- c. **The Second Vice President** shall serve on special and ad hoc committees when appointed to such by the President, assists the First Vice President and exercises all functions of the First Vice President in case of his/her absence.
- 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 Financial Secretary** shall receive and record all finances, and maintain financial records including both receipts and disbursements, and make a report each meeting to the National Council to measure compliance with the annual budget. This position must be bonded with a recognized bonding institution. The Financial Secretary will chair the Credentials Committee.
- f. **The Corresponding Secretary** shall prepare letters for the President, as requested, and publish Association documentation as directed.
- 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 Association in designated financial institutions. All checks must be signed by the Treasurer and one other officer; namely President, Financial Secretary or Vice President. The Treasurer shall make an annual report at the annual meeting of the Association and such other reports that are required by the National Council. 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 Officer:**

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



**Section 3. National Council's Responsibility**

When the Association is not in session, the National Council shall be responsible for the activities of the Association, including the raising and disbursement of funds, consistent with the adopted budget.

**Section 4. Executive Committee's Responsibility**

The Executive Committee shall meet on the call of the President or on petition of two-thirds of the Executive Committee. Between meetings of the National Council, the Committee shall make recommendations to the National Council.

**Section 5. The Regional Officers Responsibility**

The President with consent of the National Council shall appoint the Regional Officers, for each region.

- Regional Coordinators shall coordinate and assist Chapter Presidents in his/her region. The Regional Coordinator is responsible for establishing new chapters and reactivating inactive chapters.
- Regional Recruiters shall coordinate and assist the membership Committee in its efforts to build relationships and provide recruitment activities to increase membership in the Association within his/her region.

**Section 6. Director of Alumni Relations Responsibility**

The Director of Alumni Relations is administratively responsible to the University Administration. The Director shall serve as a member of the National Council and act in such capacity as to promote the interest of the University to the Association.

**Section 7. Committees Responsibility.**

- Nominating/ Election Committee.** The Elections/Nominating Committee, an ad hoc committee, shall be elected by the Executive Council. The Elections/Nominating Committee shall submit an official slate or roster of nominees for the various National offices and execute the National Elections, as prescribed in these Bylaws, each odd year.
- Auditing Committee.** The Auditing Committee shall at the end of each fiscal year, audit to ensure that the financial books of the Association are audited as directed by National Council.
- Credentials Committee.** The Credentials Committee shall certify all nominees for office and determine whether chapters and general members are eligible to vote.
- Hospitality/Social Welfare Committee.** The Hospitality/Social Welfare

Committee shall be responsible for planning activities for the alumni members and Executive Committee members whenever such meetings are held and shall include among its functions the participation of the Association in Homecoming activities and any other activity designated by the National Council or through its executive committee. This Committee shall be responsible for the organization and administration of all other events of the Association not assigned to any other committee.

- e. **Scholarship Committee.** The Scholarship Committee shall be responsible for establishing criteria for scholarships. The Committee shall secure materials and formulate necessary materials for applications and distribute it to each chapter. Applicants must submit their applications to the Scholarship Committee.
  
- f. **Membership Committee.** This Committee Shall assist chapters in recruiting, retaining and reclaiming members and assist the Regional Coordinators and Recruiters in their efforts. Each year, this committee shall promote an effort to provide recruitment activities for membership into the Association at Homecoming, Founder's Day, and Commencement.
  
- g. **Alumni Awards Committee.** The Alumni Awards Committee shall be subject to the direction of the National Council and shall receive nominations for such awards as may be approved, select the winners and make appropriate arrangements for presentation of such awards.
  
- h. **Future Alumni Committee.** The Future Alumni Committee shall plan, coordinate and encourage active participation of future alumni in support of the University and alumni activities. The Committee shall be subject to the guidelines set by the National Council. The Committee shall work primarily with and shall assist the designated University staff in soliciting future membership.
  
- i. **National Alumni House Committee.** The National Alumni House Committee shall be made up of a House Director and six (6) members appointed by the National President with at least three (3) members coming from the Orangeburg Chapter. This Committee shall monitor the operation of the house and supervise its upkeep. The Committee shall make periodic reports to the National Council to include recommendations for improvements to the house.
  
- j. **Constitution and Bylaws Committee.** The Constitution and Bylaws Committee shall receive proposed changes to the constitution and bylaws from chapters and voting members of the Association and formulate recommendations for changes to the constitution and bylaws to be circulated to chapters and

presented for approval at the annual meeting of the Association. The Constitution and Bylaws committee chair will work in conjunction with a Co-chair on the association's policy and procedures manual.

- k. **Development Committee.** The Development Committee shall be responsible for planning activities and programs to raise funds designed to improve the Association. This committee shall be the principal fundraising entity in the Association.
- l. **Information Technology Committee:**  
The Technology Committee shall ensure that alumni and supporters have personal access to information about the Association. This committee shall continually examine and implement current technologies to fundamentally improve the way the Association interacts and communicates in order to accomplish its' overall mission and goals. This committee is responsible for the Management of the association's website.
- m. **Public Policy Committee:**  
The public policy committee shall monitor, review, and suggest action for the Association on bills, laws, and regulations that may affect the University and its student population.
- n. **Communication & Marketing Committee**  
The Communication & Marketing committee shall manage, create, implement and oversee communications and branding of the Association, to ensure the effective positive promotion of the Association. This Committee shall facilitate communication among all entities of the Association. The Communications Committee, in conjunction with Corresponding Secretary shall provide a quarterly business meeting "**Save the Date**" notice to all members 30 days prior to the Quarterly Meeting
- o. **Historian/Archive Committee**  
The Historian shall maintain and archive the historical files of the Association, maintain materials produced by the Association and document Association achievements through the years. The Historian shall maintain organized historical files and provide this information to members as requested.

## **ARTICLE VI**

### **TENURE OF OFFICERS**

- Section 1.** All officers shall be elected for a period of two years and shall be eligible for re-election for one additional consecutive term in that office, except as provided for in Article VII, Section 8. If an officer has the desire to continue in the same capacity,

they may seek said office after staying out for one term.

**Section 2.** The immediate past President of the Association shall become a member of the Executive Committee.

**Section 3.** All Committee Chairpersons shall be members of the Executive Committee.

## **ARTICLE VII**

### **ELECTION OF OFFICERS**

**Section 1.** All officers of this Association shall be elected by the voting members of this Association, each odd year by the “BALLOT BY MAIL SYSTEM” or the “ELECTRONIC BALLOT SYSTEM”, except as provided for in Section 7 and 8 of VII. Under this system, every At-Large, chapter, associate and life 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 met the following: attended at least three General meetings within the last 24 months may become a nominee for any national office, of the three General meetings; at least one must be an annual meeting. To qualify for National President, First Vice President, and Second Vice President, one must meet the following qualifications:

1. Member of the SCSUNAA for a minimum of 5 years.
2. Served as a member of the National Council for a minimum of one 2-year term.
3. Attended a minimum of three (3) General Meetings during the 24-month period prior to the election.

**Section 3.** Each election year, the Nominating/Election Committee shall circulate nomination blanks 180 days prior to the “May” meeting to active chapters and general members. Nominations will also be accepted during a National Meeting that precedes the Nominations deadline. Each nomination must be submitted by a financial member of the Association.

**Section 4.** The Nominating/Election Committee shall prepare with the aid of “Nominating Blanks” an official ballot. This Committee shall prepare the official ballot after the Credentialing Committee has considered eligibility of all nominations received from the chapter and individual members. The prepared ballot shall include space for write-in candidates and shall be

circulated to every active general and /or chapter member not less than 30 days, prior to the date of the “May” meeting.

**Section 5.** All ballots must be sent through the United States Mail so as to arrive at the approved election receipt address in a sealed envelope at least 5 business days prior to the date of the “May” meeting **or** submitted through the approved electronic ballot/voting system. **THE SEALS ON ENVELOPES ARE NOT TO BE BROKEN UNTIL THE OFFICIAL ELECTION CONFIRMATION PROCESS BEGINS PRIOR TO THE “MAY” MEETING.**

**Section 6.** In case of a vacancy in the office of the President, the First Vice-President shall become the President. In the case of a vacancy in the office of the First Vice-President, the Second Vice-President becomes the First Vice-President. In the event of a vacancy in the office of the Second Vice-President, the vacancy shall be filled as provided for in Section 7 of this Article.

**Section 7.** In the event of a vacancy in the offices of the Second Vice-President, 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 National Council within 30 calendar days, for consideration to fill the said vacancy (or vacancies). The National Council shall approve or disapprove the aforementioned nominee by a simple majority. Upon approval of the National Council, the Nominee immediately assumes the office in question.

**Section 8.** 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 VIII** **MEETING**

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

## **ARTICLE IX** **QUORUM**

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

## **ARTICLE X** **FISCAL YEAR**

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

## **ARTICLE XI** **DUES**

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

**Section 2.** Annual chapter assessments shall be established by the Annual Meeting and payable during the fiscal year, but no later than December 31

**Section 3.** Each chapter, upon receipt of annual individual membership dues, shall forward dues along with financial roster to the Financial Secretary no later than December 31.

## **ARTICLE XII** **AMENDMENTS**

**Section 1.** These Bylaws may be amended at any general body meeting of the Association by a two-thirds vote, provided that a financial 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 XIV** **ARTICLE OF INCORPORATION**

**Section 1.** In the event of dissolution, the residue assets of the Association 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 XIV**

### **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 at the Annual Meeting or a call meeting for that specific purpose. The President or a majority of the voting members of the National Council may convene the call meeting.