



**Constitution and By-Laws
of
Savannah State University
National Alumni Association**

July 2018

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**CONSTITUTION AND BY-LAWS
Of
SAVANNAH STATE UNIVERSITY
NATIONAL ALUMNI ASSOCIATION**

PREAMBLE

We, the graduates and former students of Savannah State University, do hereby declare ourselves an association promoting the progress and development of those principles, ideals, knowledge and skills, which we have acquired as students of Savannah State University, and which will continually serve as a beacon of light to guide us in our chosen professions; and for attainment of these purposes, we do adopt and establish for our association, the following Constitution and By-Laws.

CONSTITUTION

Article I – Name

- Section 1. This Association shall be known by the name of Savannah State University National Alumni Association.
- Section 2. The principal office shall be located in the State of Georgia, City of Savannah, Chatham County

Article II – Purpose

- Section 1. The purpose is to promote the progress and the development of Savannah State University.

Article III – Organization

- Section 1. The association shall be composed of regular, life, associate, and honorary members.
- Section 2. All graduates, former students, faculty, and staff of Savannah State University may be regular members of the association.
- Section 3. Any adult who exhibits a genuine interest in the development and progress of Savannah State University and does not qualify as a regular member may be accepted as an associate member.

- Section 4. Any person having made a significant contribution to Savannah State University and not a regular or associate member may be selected as an honorary member upon recommendation of the Executive Committee.
- Section 5. Associate and honorary members may not hold offices of: President, Vice-President, Executive Vice-President, Regional Vice-President, Chapter President or Miss National Alumni.
- Section 6. Official members of Savannah State University National Alumni Association are individuals who:
- A. Meet all financial requirements of the Association.
 - B. Are awarded honorary or complimentary membership.

Article IV – Officers

- Section 1. The elected officers of the Savannah State University National Alumni Association shall consist of: President, Vice-President, Regional Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, and Chaplain.
- Section 2. Appointed Officers – The appointed officers shall be the Executive Vice-President, Historian, Parliamentarian, Reporter, and other officers deemed appropriate and necessary.
- Section 3. Executive Committee - The Executive Committee shall be composed of all elected and appointed officers, the Executive Vice-President, and the Immediate Past President.
- Section 4. All elected and appointed officers with the exception of the parliamentarian, shall be voting members of the executive committee.
- Section 5. Local Chapter Officers – The elected officers of each chapter shall be President, Vice-President, Secretary, Treasurer, and such other officers as are necessary for the smooth operation of the chapter.

Article V – Minimum Qualifications for Elected Officers

- Section 1. To be eligible for an elected office, all candidates must meet the following qualifications:
- A. Must be a member of a local chapter and/or the National Alumni Association for a period of two years prior to candidacy.
 - B. Must have registered and attended one of the last two annual meetings prior to candidacy.
 - C. Must have financially supported one of the last three National Fundraising efforts excluding the National Raffle.
 - D. Must have served a minimum of (2) years in a leadership role on a local, region or national level as an officer, committee chairman or committee member
 - E. Must complete the application for candidacy and present to the nominating committee by September 30th proceeding the election year.
- Section 2. Appointed Officers -The president should assure that all appointed officers meet the same criteria that are established for elected officers.
- Section 3. All newly elected and appointed officers and members of the executive committee are required to attend an eight (8) hour Leadership Training Seminar within sixty (60) days of their election. The training will be held at a time and place designated by the National President.
- Section 4. Bonding - The association shall provide bonding insurance that covers the financial secretary, treasurer and any other member who may be designated to receive funds for the organization.

Article VI – Regions

- Section 1. The Savannah State University National Alumni Association shall be divided geographically into regions. The regions of the Savannah State University National Alumni Association shall be known as:
- A. **Eastern Region:** District of Columbia, Maryland, Virginia, West Virginia, Delaware, and Pennsylvania;
 - B. **Mid-Western Region:** Ohio, Michigan, Indiana,

Illinois, Missouri, Wisconsin, Minnesota, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Oklahoma, and Texas;

- C. **Northern Region:** New York, Connecticut, Massachusetts, New Hampshire, Vermont, Maine, Rhode Island, and New Jersey;
- D. **Southern Region:** Georgia, Florida, South Carolina, North Carolina, Alabama, Tennessee, Arkansas, Louisiana, Kentucky, and Mississippi;
- E. **Western Region:** California, Washington, Nevada, Colorado, Wyoming, Montana, Arizona, Oregon, Idaho, New Mexico, Utah, Alaska, and Hawaii.

Section 2. Each region shall be supervised by a Regional Vice-President who resides within the region.

Section 3. The region may make recommendations to the executive committee.

Article VII – Duties of Officers

Section 1. It shall be the duty of the President to preside at all meetings of the Association; to enhance a due observance of the Constitution and By-Laws; to decide all questions of order; to offer for consideration all motions regularly made; to apportion duties which the Association or Executive Committee may deem necessary and to appoint all Committees not otherwise provided for elsewhere in the Constitution. The President shall have the power to call the Executive committee into special session and to resolve urgent business matters pertinent to the Association during a period of crisis.

Section 2. The Vice-President shall preside at meetings in the absence of the President and perform such duties as may be assigned by the President.

Section 3. The Executive Vice-President shall assist the President and Director of Alumni Relations and serve as special assistants to the President, Vice-President and the Executive Committee.

- Section 4. The Regional Vice-President shall:
- A. serve as director of his/her respective region and coordinate programs in their respective regions;
 - B. recommend regional appointments to the Executive Committee for approval;
 - C. reactivate defunct chapters and charter new ones within his/her region;
 - D. coordinate an annual region meeting in consultation with the National President and the Director of Alumni Relations;
 - E. assist the National President and the Director of Alumni Relations in alumni field of service; and
 - F. perform such duties as may be assigned by the National President.
- Section 5. The Recording Secretary shall keep a record of the proceedings of the Association, shall keep a record of the official membership roster and maintain a list of active chapters.
- Section 6. The Corresponding Secretary shall:
- A. Send correspondence on behalf of the Association as directed by the president.
 - B. Maintain a file of all correspondence.
 - C. Record minutes in the absence of the secretary.
- Section 7. The Financial Secretary shall receive and record all incoming funds and promptly receipt the same to the Association's Treasurer.
- Section 8. The Treasurer shall:
- A. Receive all funds from the financial secretary and any member designated to collect funds on behalf of the Association.
 - B. Promptly deposit all funds.
 - C. Serve as custodian of all funds.
 - D. Disburse funds with the approval of the President.
 - E. Maintain an accurate account of all receipts and expenditures.
 - F. Present annual reports to the Association.
 - G. Serve as chairman of the Budget Committee.

Section 9. The Chaplain shall:

- A. Serve as inspirational leader.
- B. Provide meditation and/or invocation for all meetings, workshops, forums and public events sponsored by the Association.

Section 10. The Reporter shall announce, in local and national mediums of communications, all activities of the Association that will acquaint the public with the goals, objectives and accomplishments of the Association.

Section 11. The Historian shall prepare a narrative account of the Association's activities during his/her term of office, which, when approved by the Association, will become a permanent part of the Association's official history.

Section 12. The Parliamentarian shall:

- A. Interpret the Constitution and Bylaws.
- B. Advise the chair when requested.
- C. Provide current copies of the Constitution and Bylaws to the membership.
- D. Assist the president in organizing the newly elected officers Leadership Training Seminars.

Section 13. The officers of each chapter shall perform the duties appertaining to their respective positions. The president shall preside at all meetings and make plans for at least one meeting of the chapter each quarter. The President shall encourage attendance and submit written reports to the Association at the Annual meeting.

Section 14. Executive Committee - The Executive Committee Shall:

- A. Have the power to conduct the business of the Association when the membership is not in session.
- B. Meet as often as necessary but must have at least two (2) meetings each year.
- C. Make recommendations to the membership; confirm recommendations and appointments by the president.
- D. Spend up to \$1,000.00 for unbudgeted emergency expenditures.
- E. Nine members shall be necessary for a quorum.

- Section 15. The executive committee is empowered to use electronic voting and video/teleconferences to conduct the business of the organization.
- A. Proper notice of the meeting must be given.
 - B. A quorum is present and maintained.
 - C. Legal vote must be obtained by written ratification to verify vote.

Section 16. Removal from Office - Any member who fails to perform his/her designated duties, may be removed from office upon recommendation of the Executive Committee and by a 2/3 vote of the members present and voting at the annual meeting at which the vote is taken.

Article VIII – Election of Officers

Section 1. The election of officers' results shall be announced at the Annual Meeting the first Saturday in May. The term of office begins immediately. In the event the office of president becomes vacant, the vice-president automatically assumes the office of president until an election is held. The Executive Committee may select someone to fill all other vacancies that occur. The person selected shall remain in office until their term expires or until the next election.

Section 2. The term of office for all officers shall be three (3) years.

Section 3. The term of office for all elected and appointed officers shall be one three (3) year term with the right to succeed them self for one additional term.

Section 4. Local chapters may elect officers at their discretion.

Section 5. All elections for officers shall be determined by a majority of the votes cast. If there is no majority, there must be a run-off through a new election between the two candidates receiving the highest number of votes within thirty (30) days.

Section 6. A. During the annual meeting in a non-election year, the Association shall elect from its membership, (7) seven persons to serve on the nominating committee.

- B. The Executive Vice-President of the Association will serve as Secretary to the Nominating Committee and will call the committee together for its initial meeting.
- C. The Nominating Committee will elect its own chairman.
- D. The Nominating committee shall elect from among the membership at least one candidate for each of the offices as listed in Article IV, Section 1. Additional nominations for each of the offices may be made from the floor.
- E. A member nominated from the floor must present a completed application for candidacy form and present to the chairman of the nominating committee at the close of the nomination. The nominee must be certified by the Nominating Committee.
- F. Within thirty days of the close of the nomination, the chairman of the Nominating Committee will notify each candidate of the date official campaigning will begin.
- G. The eligible electorate of SSUNAA members shall be all of those members having met official membership criteria by January 15.

Section 7.

By April 1, the Executive Vice-President shall have prepared and mailed to all official members of the Association a ballot containing the names of all candidates nominated by the Nominating Committee and from the floor. Appropriate notice of candidates shall be given in a special alumni newsletter and biographic information shall accompany the ballots. Ballots shall be mailed to the Executive Vice-President and postmarked no later than April 15. The Executive Vice-President shall resign from the Nominating Committee if he/she is a candidate for national office. A committee, appointed by the President, shall have ballots tabulated on the day prior to the Annual Meeting's General Session. The names of the officers shall be announced at the General session of the annual Meeting.

Article IX – Dissolution

In the event of dissolution, the residual assets of the Association will be turned over to one or more organizations which themselves are exempt as an organization described in section 501©(3) and 170©(2) of the Internal Revenue code of 1954 or to the Federal, State or Local government or exclusive public purpose.

Article X – Amendments to the Constitution

- Section 1. Proposed changes to the constitution must be presented in writing to the chairman of the Constitution Committee by January 31.
- Section 2. The constitution committee will review the proposed changes and present them to the president by March 1.
- Section 3. The president will send the purposed changes by electronic mail to members of the executive committee, regional vice presidents and chapter presidents. A hard copy will be placed in the registration packet for the Annual Meeting which will be postmarked by March 21.
- Section 4. These changes may be adopted by two-thirds vote of the members present at the general session of the Annual Meeting.

Bylaws

Article I – Meeting

- Section 1. The Association shall hold its annual meeting the first Saturday in May and a second meeting at the discretion of the Executive Committee. Notification of meetings shall be made no less than six weeks before the Association convenes.
- Section 2. Fifteen official members shall be necessary for a quorum.
- Section 3. Each official member may cast an official ballot or vote on any issue that engages to the floor for discussion or decision.

Article II – Chapters

- Section 1. Chapters shall have power to accept members, subject to rules and regulations of the Association. All Chapter members are required to be official members of SSUNAA.
- Section 2. Each chapter shall have the power to make its own By-laws. These By-Laws must not conflict with the constitution and By-Laws of the Association.
- Section 3. A group of 5 or more persons (alumni) are eligible to form a chapter.
- Section 4. Chapters shall be named after the Association with the State, City or county, or interest or organization name last, e.g. Savannah State University National Alumni Association – Savannah Chapter (or Class of 1979).
- Section 5. Individuals residing in a region without a local chapter may become an at-large member of the National Association.
- Section 6. It shall be the duty of each officer to deliver to the successor all files, supplies, and other materials in possession within thirty days (30) days after expiration of term of office.
- Section 7. Chapters not submitting annual reports for two consecutive years will be placed on probation. Following one year of monitoring and reactivation efforts, Chapter (s) placed on probation are subject to review, suspension, and revocation of chapter Charter. If a Chapter's Charter is revoked, all funds received by the Chapter will be transferred to SSUNAA.

Article III – Standing Committees

The Chairman of each standing committee shall be an official member of the Association. The President shall appoint all committees, with the concurrence of the Executive committee, promptly after each annual meeting. The President shall be Ex-Officio of all committees except the Nominating Committee. All committees shall be composed of at least three (3) official members.

- Section 1. A Budget/Finance Committee composed of the Treasurer and other members shall prepare a budget for the fiscal year, which begins the first day of July, and to submit it to the Association at the annual meeting.
- Section 2. A Constitution Committee composed of the Parliamentarian and other members shall review the Constitution periodically to assure its completeness and make recommendations or amendments, alterations or deletions as appropriate.
- Section 3. A Recruitment and Reclamation Committee shall submit to the Association at least twice a year, prepared plan for recruiting, reclaiming and retaining students and alumni for the university implementing such plan promptly.
- Section 4. An Audit Committee shall audit the Treasurer's records at the close of the fiscal year and to report at the next meeting.
- Section 5. A Time and Place Committee shall recommend to the Executive Committee for approval, the location of the Annual Meeting to be held each year, two years prior to the convening conference.
- Section 6. A Homecoming Committee and the Director of Alumni Relations serving as staff liaison shall submit to the Association, at the annual meeting, plans, dates, activities, place and costs for Homecoming weekend for the next succeeding Homecoming.
- Section 7. An Awards Committee shall recommend to the Executive Committee at least two persons each year to recognize for outstanding contributions to the University and the community-at-large, respectively, and a reputable family of students or graduates of the university who have exemplified the university's objectives. The recognition

shall be made during the Homecoming consistent with the scheduled activities.

- Section 8. A Life Member Committee shall review the criteria for life membership periodically and make recommendations to the Association for change as appropriate.
- Section 9. An Athletic Committee shall review the athletic program and its funding and recommend to the Association required changes to enhance the athletic program.
- Section 10. Presidents Committee
- A. There shall be a President's Committee composed of all Past Presidents of the Association.
 - B. All past presidents of the Association shall be considered Standard Life Members of the Association.
 - C. The purpose of the President's Committee is to:
 - 1) Provide support to the sitting president.
 - 2) Identify and develop leadership within the Association.
 - 3) Facilitate student, alumni and university relationship.

Article IV – Membership Classification

Membership in the Savannah State University National Alumni Association maybe classified as Annual, Standard Life, Prestigious Life, Diamond Life, Complimentary, Associate, and Honorary.

Article V – Fees

- Section 1. Annual membership for the Association shall be \$70.00 per year payable to the Association by June 30, for the year beginning July 1.
- A. **Standard Life Membership - \$1,000.00**
 - B. **Prestigious Life Membership - \$1,500**
(may be paid in full or in one payment after having attained the status of Standard Life Member)
 - C. **Diamond Life Membership - \$2,500**
(may be paid in full or in one payment after having attained the status of Standard or Prestigious Life Membership)

D. **Subscribing Life - \$1,000**

Three annual payments – first \$375; 2nd - \$325; final - \$300

E. **Associate Membership - \$70**

(An associate membership is available for friends of Savannah State University - adults with a genuine interest in the development and progress of SSU.)

F. **Complimentary One-Year Membership**

Alumni who have graduated from SSU are eligible for one time complimentary one-year membership ending in May or December (depending on Spring or Winter Commencement date).

G. **Honorary**

Any person having made a significant contribution to Savannah State University and not a regular or associate member may be selected as an honorary member upon recommendation of the Executive Committee.

Section 2. All fully paid life members will receive a lapel pin, a membership card and a plaque commensurate to each level. Life Membership funds are received as follows: One-half of payment is deposited for alumni operations and the balance is invested in the SSUNAA Endowment Fund where the principle is perpetually invested and interest may be withdrawn for Association operations.

Section 3. Contributions paid to the Association for the benefit of the University may be classified as follows:

~~\$100.00 – Century Club Member;~~

~~\$150.00 – Century Plus Club Member;~~

~~\$300.00 – Big “S” Club Member;~~

~~\$500.00 – President’s Club Member.~~

\$1250

Article VI – Compensation

Members, as such, shall not receive any stated salaries or compensation for their services, but by resolution of the Executive Committee, a fixed sum and expenses, if any, may be allowed for travel and lodging when on official business for the association, provided funds are available. Where possible, the Association will arrange for travel and lodging. Otherwise, prior approval is required, and reimbursement shall be only upon presentation of valid receipts or evidence of expense.

Article VII – Election of National Alumni Queen

- Section 1. Local chapters will be divided into four categories for reporting purposes. Chapter Reports are required and must include all documented contributions to SSU and SSUNAA. For purposes of selecting the National Queen and Attendants, all dues (though required on report submissions) will be excluded. Chapters shall be categorized as follows:
- A. Super Chapter 61+ Members
 - B. Large Chapter 41-60 Members
 - C. Medium Chapter 21-40 Members
 - D. Small Chapter 05-20 Members
- Section 2. Local chapters making the largest per capita financial contribution to the Association according to the above categories of National Members by the Annual Meeting will be eligible to select the National Queen and Attendants to represent the Association.
- Section 3. Individuals serving as National Queen and/or Attendant must be official members of SSUNAA and members of the representative Local Chapter.
- Section 4. Chapters selecting the Queen and Attendants will be determined by the following criteria.
- | | |
|--|------------|
| Attending Meetings and Submitting Reports: | 25% |
| Largest Per Capita Financial contribution: | <u>75%</u> |
| Total | 100% |
- Section 5. Chapter reports are required and should be submitted as follows: the 3rd Quarter Report: covering the period of July 1 – March 31 is due in May during the Annual National Conference. The Chapter Annual Report covering the period of July 1 – June 30 is due by July 31.

Article VIII – Amending the By-laws

Amendment to these By-Laws may be changed at any General Session of the Association by a majority of official voters. The changes will become effective immediately following the adjournment of the meeting,

Article IX – Rules of Order

Unless the Association determines otherwise, Robert's Rules of Order shall be the parliamentary guide for this Association.

