

**Constitution and Bylaws of The Texas Southern
University Chapter Alumni Maroon & Grey Alumni
Chapter, Inc.
Maroon & Grey Alumni Chapter**

ARTICLE I – NAME

The name of this organization shall be the Texas Southern University Chapter Alumni Maroon & Grey Alumni Chapter Inc., Maroon & Grey Alumni Chapter hereinafter referred to this document as "the Maroon & Grey Alumni Chapter ".

ARTICLE II - OFFICE, PURPOSE

Section 1. OFFICE: The Maroon & Grey Alumni Chapter is a non-profit corporation, operating under the law of the state of Texas. The Board of directors shall designate the registered office address from time to time.

Section 2. PURPOSE: The purpose of the Maroon & Grey Alumni Chapter shall be to promote the educational goals of Texas Southern University, with special emphasis on the athletic department and the interests and welfare of its student athletes.

ARTICLE III - MEMBERSHIP AND FEES

Section 1. Active membership in the Maroon & Grey Alumni Chapter is restricted to persons meeting at least one of the following requirements:

- (A) Former students of Houston College Negroes.
- (B) Former students of Texas State University for Negroes.
- (C) Former students and current post baccalaureate students of Texas Southern University.
- (D) Those persons in good standing with a local or institutional chapter.
- (E) Only individuals, who join the Texas Southern University Chapter Alumni Association, paying chapter membership dues, may join local or institutional chapters. Membership requirements reveal no method by which an individual can join a local or institutional chapter without paying chapter dues.
- (F) All members shall exert their best efforts to reach the goals and objectives of the Maroon & Grey Alumni Chapter, and shall act, in no manner, inconsistent with this purpose.
- (G) Upon receipt of chapter annual dues, for fifty dollars (\$50.00), the effective date

of membership will activate on the date the payment is received in the chapter office.

- (1) Dues, collected by the local or institutional chapters, must be remitted to the chapter office thirty (30) days after it is submitted.
 - (2) Any local or institutional chapter dues received by the chapter office shall be remitted to the appropriate local or institutional chapter thirty (30) days after receipt.
 - (3) The Vice President of Membership shall acknowledge receipt of payments received within forty-five (45) days of receipt.
- (H) An individual may join more than one local or institutional chapter, provided the individual pays chapter dues and pays the annual dues required by the local or institutional chapter(s) they chose join.
- (1) In either case, such members must only pay chapter dues once per year.
 - (2) These members, though belonging to more than one local or institutional chapter, may only serve as a Board member for the chapter that submitted his or her dues to the chapter office.

Section 2. The Association membership is divided into six classes. These include:

- (A) Regular Member - Any person who pays the required annual fee of fifty dollars (\$50.00) for chapter dues. Additional local annual dues will be required of those individuals having membership in a local or institutional chapter.

Recent Graduates - Any person who has graduated with an undergraduate or graduate degree from the University is granted one (1) complimentary membership from the date of graduation to the end of the following calendar year.

- (a) If a current member with a previous undergraduate degree, later earns a graduate degree(s), the complimentary membership only applies once.
 - (b) The membership to the Maroon & Grey Alumni Chapter is complimentary, yet there is a \$5.00 fee that will be assessed for the cost of the card and shipping.
- (B) Member-at-Large- Any person who pays the required annual chapter dues of one hundred twenty-five dollars (\$125.00) but does not belong to a local or institutional chapter. This condition occurs because the person lives in a state, subdivision, district, or region where no local or institutional chapter exists.
- (1) Members-at-large are not eligible to hold a chapter office, or serve on a standing committee.
 - (2) Members-at-large are eligible to attend the chapter meeting, and

vote on agenda items.

- (3) Members-at-large are encouraged to assist in establishing a local or institutional chapter in their area.
- (C) Associate Member- Any person granted membership in consideration of paying annual dues of one hundred dollars (\$100.00) for chapter dues, and if desire membership in a local or institutional chapter(s) pay (½) of the additional annual dues that will be required of those individuals having membership in a local or institutional chapter as well. Such members have no prior attendance at Texas Southern University, or any of its predecessors.
- (1) Associate members are not eligible to hold a chapter, local, or institutional chapter office or serve on a standing committee.
 - (2) Associate members are eligible to attend the chapter meeting, and vote on agenda items.
 - (3) Associate members are encouraged to participate in the operations of the chapter, local and or institutional chapter(s) by sharing ideas and participating in projects that will promote the growth of Texas Southern University.
- (D) Honorary Member - Any person, who by special merit, is granted membership without dues payment.
- (1) Honorary members are not eligible to hold a chapter office, or serve on a standing committee.
 - (2) Honorary members are eligible to attend the chapter meeting, and vote on agenda items.
- (E) Life Member - Any Alumni who pays the sum of six hundred dollars (\$600.00). Such persons may choose to retire the debt in one payment, or complete payments in less than the one (1) year maximum.
- (F) Complimentary Member - Complimentary membership for one calendar year following calendar year of graduation is offered to first time graduates of the University. Such graduates must select the complimentary membership option within six months of graduation and may join a chapter of their choice.
- (1) Complimentary members are not eligible to hold a chapter office, or serve on a standing committee.
 - (2) Members-at-large are encouraged to assist in local or institutional chapters in their area according to chapter constitution guidelines.
 - (3) Complimentary members are eligible to attend the chapter meeting, and vote on agenda items.

- Section 3. Under any these conditions, all rights, interests, privileges, or other advantages are dissolved. An individual's relationship with the Maroon & Grey Alumni Chapter, local or institutional chapter ends "Ipso facto" when:
- (A) The member dies.
 - (B) The member resigns from the Maroon & Grey Alumni Chapter.
 - (C) The member is forcefully expelled from the Maroon & Grey Alumni Chapter.
 - (D) The member becomes permanently inactive.
- Section 5. Membership in the Maroon & Grey Alumni Chapter is not assignable. Any such attempts will be immediately rendered null and void.
- Section 6. The chapter dues of the Maroon & Grey Alumni Chapter may be changed by a majority vote of the Board members present and voting at the designated as the annual meeting.

ARTICLE IV- ADMINISTRATION

The Texas Southern University Maroon & Grey Alumni Chapter, through its Board, shall have absolute responsibility for the supervision, administration, and control of its local and institutional chapters. This includes, but is not limited to, matters of finance, policy, and procedure.

ARTICLE V- FISCAL YEAR

The Fiscal Year of the Maroon & Grey Alumni Chapter shall begin January first and terminates December thirty-first of that same year.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. The Board shall have absolute responsibility for managing the business, property and affairs of the Maroon & Grey Alumni Chapter.

Section 2. The Board shall consist of not more than five (5) members, including all executive officers of the Association, except as provided to the contrary in subsection (D) herein, and one (1) ex-officio, non-voting member representative of Texas Southern University.

- (A) Each local and institutional chapter in good standing shall be entitled to one (1) position, or member on the Board.
- (B) Each local and institutional chapter shall register the name of its Board representative with the Association by February fifteenth of each calendar year. An individual whose name is not registered with the chapter office for the current year may not vote on Association related matters. Exceptions and substitutions are not allowed except under the conditions that are specified in Section 7 below.
- (C) A Board member, whose tenure expires while serving as an executive officer, is hereby authorized to retain Board membership status while fulfilling the duties of an officer.
- (D) No local or institutional chapter shall have more than two (2) members - an executive officer and a chapter Board representative, or two executive officers.
 - (1) If more than two individuals of a local or institutional chapter are elected to executive offices, only two may serve as Board members. The affected local or institutional chapter shall determine which two of the individuals will serve as its Board representatives.
 - (2) The remaining individual(s) will function in the executive office(s) to which they were elected, but without Board member privileges.
 - (3) Moreover, they shall not vote as Board members on matters that come before the Board for vote, but they shall be counted toward the quorum requirement as set forth in Article VIII, Section 5.

(E) Board members' terms shall expire on December 31st.

Section 3. If a local or institutional chapter loses its Board member for some reason, the local or institutional chapter has the right to replace the Board member at its own discretion.

Section 4. The Maroon & Grey Alumni Chapter Board of directors is empowered to fill any officer position vacancy. Each Board member shall receive prior written notice of any meeting called to fill a vacancy. All significant details of the replacement should be clearly stated in the written notice. The notice should reach Board members not less than ten (10) days before the scheduled meeting date. The vacancy shall be filled, by majority vote of the Board, within thirty (30) days.

Section 5. Any Board member who has not paid annual Maroon & Grey Alumni Chapter dues by February fifteenth of a given year shall be considered as having resigned from the Board.

Section 6. A Board member is limited to serve six (6) consecutive terms, totaling a maximum of six (12) years unless allowed by the chapter the Board member represents.

A Board member who has served the maximum term shall become eligible to serve again when one calendar year has expired since the last Board service. Persons holding chapter elective positions or offices are not affected by the restrictions cited in this section.

Section 7. If a non-executive officer Board member is unable to attend a meeting, that Board member is required to designate, in writing, a substitute.

(A) The substitute shall be named from the local or institutional chapter represented by the non-executive officer Board member who is expected to be absent.

(B) The substitute must be in good standing with whatever local or institutional chapter he or she represents.

(C) The non-executive officer Board member who is expected to be absent shall send, or cause to be sent, to the recording Secretary the name of the substitute at least three (3) days prior to the scheduled meeting date.

Section 8. An executive officer Board member who shall be absent from two (2) consecutive Board meetings, without verifying appropriate extenuating circumstances, shall automatically relinquish that position on the Board of directors.

The officer may continue to serve on the Board provided two-thirds (2/3) of the Board members, present at regular or special called meetings, vote to accept the officer's explanation for absences. These actions are taken consistent with Article VII, Section 16, and Article XIV of the Association constitution.

Section 9. The past President shall automatically be a member of the Board for the term immediately following the end of their active term.

ARTICLE VII - OFFICERS

Section 1. The executive officers of the Maroon & Grey Alumni Chapter shall consist of the President, vice- President of membership, vice-President of finance, recording Secretary, financial Secretary, corresponding Secretary, treasurer, sergeant-at-arms, and Parliamentarian. The officers of the Maroon & Grey Alumni Chapter are Board members.

Section 2. The executive officers of the Maroon & Grey Alumni Chapter shall be elected by the general body. All executive officers shall be regular members of the Maroon & Grey Alumni Chapter.

Section 3. The officers of the Maroon & Grey Alumni Chapter as defined in ARTICLE VII – OFFICERS, Section 1 of the Maroon & Grey Alumni Chapter’s constitution shall be elected during odd numbered calendar years for a term of two (2) years and may serve no more than six (6) consecutive two (2) year terms or a total of twelve (12) years.

(A) The election shall be held in December of the calendar year. The officers shall be elected by ballots.

(B) Candidates for chapter office positions must be confirmed graduates of Texas Southern University. Candidates for Maroon & Grey chapter office shall be an active chapter member for at least three (3) consecutive years and serve as a Committee Chairperson for three (3) consecutive years prior to and including nomination and ballot voting before being eligible to be placed on a ballot.

(C) Ballots containing the names of the candidates shall be prepared and submitted by the nominating committee. Nominations may also be added to the ballots, from the floor, during the meeting.

(D) Officers shall be elected by majority vote of the Maroon & Grey Alumni Chapter, present and voting. When elective terms have been served, the expiration date shall be December thirty- first.

(E) In the event the annual meeting of the Maroon & Grey Alumni Chapter cannot be held during the week of the Texas Southern University homecoming, the President is empowered to set another time, date, and place of the meeting.

Section 4. An executive officer that has served for the maximum six (6) consecutive two (2) year terms or a total of twelve (12) years shall be ineligible to serve in the same position as an officer again.

This officer will be eligible to serve again after one year has expired immediately following the previous service as an officer. However, an officer may serve in another position as an officer as defined in ARTICLE VII – OFFICERS, Section 1 of the

Maroon & Grey Alumni Chapter constitution after serving for the maximum six (6) consecutive two (2) year terms or a total of twelve (12) years.

Section 5. Duties of the President of the Maroon & Grey Alumni Chapter shall be:

- (A) To preside over all meetings of the Board and the Maroon & Grey Alumni Chapter.
- (B) To project an active management role in the business affairs of the Maroon & Grey Alumni Chapter.
- (C) To ensure that all resolutions, orders, or other directives of the Maroon & Grey Alumni Chapter are properly executed with all dispatch.
- (D) To be the official spokesperson for the Maroon & Grey Alumni Chapter.
- (E) To perform those duties, or special acts, as directed by the Maroon & Grey Alumni Chapter Board.
- (F) To vote as a tie breaker, while presiding over a Maroon & Grey Alumni Chapter Board meeting.
- (G) To designate which executive shall be in charge of the Maroon & Grey Alumni Chapter when the President is absent, or otherwise unable to attend a meeting. The designation shall be in writing, and as far in advance of the scheduled meeting date as circumstances permit.

Section 6. Duties of the Vice-President of Membership shall be:

- (A) To serve as the presiding officer of the membership committee.
- (B) To preside over meetings when the President is absent and has so designated.
- (C) To maintain an up-to-date roster of the general membership of the Maroon & Grey Alumni Chapter.
- (D) To maintain an up-to-date listing of all life members.
- (E) To mail membership cards to those persons designated by the Financial Secretary.
- (F) To correspond with new members, encouraging them to participate in the affairs of the Maroon & Grey Alumni Chapter.
- (G) To forward letters of gratitude and congratulations to new life members.
- (H) To supervise membership campaigns.

Section 7. Duties of the Vice-President of Finance shall be:

- (A) To serve as the presiding officer of the Finance, Audit, and Budget committees.
- (B) To assist with all fund-raising efforts of the Maroon & Grey Alumni Chapter, and to initiate or co- ordinate fund-raising programs.
- (C) To coordinate all local and institutional chapter accounting and finance procedures, as well as those of the Maroon & Grey Alumni Chapter.
- (D) To prepare and publish the financial status of the Maroon & Grey Alumni Chapter on a monthly basis and collaborate with both the financial Secretary and or the Treasurer to ensure accuracy of these reports.
- (E) To encourage each local and institutional chapter to hold fundraising events for the benefit of the Maroon & Grey Alumni Chapter, or Texas Southern University.

Section 8. Duties of the Recording Secretary shall be:

- (A) To attend all meetings of the general membership and of the Maroon & Grey Alumni Chapter Board
- (B) To record true minutes of the proceedings of every meeting, in well-bounded books or electronically, for the valid use of Maroon & Grey Alumni Chapter officials, officers, Board members, and regular members.
- (C) To secure and maintain, in personal custody, the seal of the Maroon & Grey Alumni Chapter, and to affix it to documents as required by the Maroon & Grey Alumni Chapter.

Section 9. Duties of the Financial Secretary shall be:

- (A) To receive all monies, securities, membership dues, and items of value, coming into the chapter office.
- (B) To keep a permanent record of all monetary receipts, transferring such items to the treasurer, for deposit in Maroon & Grey Alumni Chapter accounts.
- (C) To collaborate with the Treasurer to maintain an up-to date roster of the Maroon & Grey Alumni Chapter membership, according to class as defined in Article III, Section This list shall be published in quarterly and annual reports.

Section 10. Duties of the Corresponding Secretary shall be:

- (A) To send, or cause to be sent, all correspondences as directed by the Maroon & Grey Alumni Chapter, the President, the Board, or the constitution of the Maroon & Grey Alumni Chapter.
- (B) To send, or cause to be sent, to all local and institutional chapter notices of meetings of the Maroon & Grey Alumni Chapter.

- (C) To maintain an accurate and detailed file of all official communications, bulletins, and newsletters, both received and distributed by the Maroon & Grey Alumni Chapter.
- (D) To meet periodically with the Vice President of membership for the purpose of composing and maintaining an up-to-date mail address roster for all Maroon & Grey Alumni Chapter members.

Section 11. Duties of the Treasurer shall be:

- (A) To have custody of all Maroon & Grey Alumni Chapter funds and securities.
- (B) To keep and maintain the financial records of the Maroon & Grey Alumni Chapter. To maintain accurate accounts of all receipts and disbursements. To process signed and approved vouchers/bills for payment, write checks and obtain proper signatures prior to disbursement.
- (C) To serve on Budget Committee.
- (D) To deposit all monies, securities, and other valuable effects (taking proper vouchers for such deposits), in the name of the Maroon & Grey Alumni Chapter, in such depositories as may be designated by the Board of directors.
- (E) To account to the Board of directors, on request, a reckoning of all Maroon & Grey Alumni Chapter transactions of the treasurer's office during the term of service.
- (F) Repealed by Article XVIII on 02/08/2003.
- (G) To see and enforce that no monies, or property, or valuables of whatever variety, belonging to the Maroon & Grey Alumni Chapter, may be expended by anyone, including the treasurer, except by constitutional authority. To the end, all monies and valuables entrusted to the Treasurer belongs the Maroon & Grey Alumni Chapter.
- (H) To be primarily liable for all valuables entrusted to the treasurer's office. Assistants may help the Treasurer discharge the responsibilities of that office, provided they are bonded and approved by the Board.

Section 12. Duties of the Sergeant-at-Arms: To maintain order and good decorum, in assisting the presiding officer to properly conduct a meeting, when called upon to do so.

Section 13. Duties of the Parliamentarian shall be:

- (A) To advise the President, other officers of the Maroon & Grey Alumni Chapter, and the general body of the rules of Parliamentary procedure.
- (B) To be always ready to establish the correct procedure, based on ***Robert's Rules of Order***, when the Maroon & Grey Alumni Chapter constitution and bylaws present no specific rule or policy to dispense or make appropriate adjustments to

problems attendant to conducting Maroon & Grey Alumni Chapter business.

(C) To serve as Chairman of the Constitution and Bylaws Committee.

Section 14. Executive officers shall receive no compensation for what they do in executing the responsibilities of their office. They shall, however, be reimbursed for Maroon & Grey Alumni Chapter related expenses incurred in the execution of their official duties.

Such expenses must be documented by appropriate receipts, or other verifications, to the Board of directors for approval, as a prior condition to reimbursement.

Section 15. The Maroon & Grey Alumni Chapter Board of directors must investigate all business transactions.

While such Board-approved transactions are permitted, the officer having the vested interest that might include ownership, shall abstain from voting, in any manner, on related matters.

Section 16. An executive officer that does not perform his or her duties, as specified in the job description of the Maroon & Grey Alumni Chapter constitution and by-laws shall be removed from office.

(A) A two thirds (2/3) majority vote of Maroon & Grey Alumni Chapter Board members, present and voting, at a regular or special called meeting, for that purpose is required to consummate removal from office.

(B) These actions are taken consistent with Article XVII, Sections 5 and 6 of the Maroon & Grey Alumni Chapter Constitution.

(C) Notices of the Maroon & Grey Alumni Chapter's intent to investigate allegations of misconduct, which may result in removal, shall be mailed to Board members and the accused.

(D) The notices shall be mailed to the address of record, in the Maroon & Grey Alumni Chapter files.

ARTICLE VIII - MEETINGS

Section 1. The meeting of the Maroon & Grey Alumni Chapter shall be held monthly. No person may participate in the political or business affairs of the Maroon & Grey Alumni Chapter unless in good standing with all rules, regulations, and

requirements of the Maroon & Grey Alumni Chapter and the Association

Section 2. The President is required to give advanced notice when calling any special meetings of the Board.

(A) Notices shall be e-mailed, to the address of record of each Board member, to arrive seventy-two (72) hours before the scheduled meeting date.

(B) The notices shall include the itemized purposes of the meeting.

(C) When the special meeting is for the purpose of removing an officer, the conditions stated in Article XV - Removal and Suspensions and Article XVII Procedural Policies and Rights in Remedial Actions of the Maroon & Grey Alumni Chapter constitution shall apply.

Section 3. One third (1/3) of the membership of the Board may make a written request of the President to call a Board or general membership meeting. The President shall call meetings within twenty (20) days of receipt of the written request. Notices shall be mailed to the directors under the same terms and conditions cited in Section 2 above.

Section 4. In the event a monthly meeting cannot be held, the President is empowered to set another date.

Section 5. A Board-meeting quorum shall consist of a simple majority of the Board members. Board meetings may consist of teleconferences and meetings where each Board member is expected to attend in person, or a combination of both (see Article VI, Section 8 and Article VII, Section 16).

Section 6. Board members may vote by proxy on meeting agenda item(s) when unable to personally attend a meeting. To vote by proxy, a Board member shall send an e-mail that communicates their vote(s) to the recording Secretary at least three (3) days prior to the scheduled meeting date. The e-mail shall contain the following as a minimum:

(A) statement of the agenda item(s) being voted upon; each agenda item shall be stated separately,

(B) an indication whether the Board member wishes to register an affirmative or negative vote for each stated item,

(C) the date of the letter, and 4) the Board member's signature. Board members shall not vote by proxy when electing officers, or addressing issues related to Articles XIV and XV of the Maroon & Grey Alumni Chapter's constitution.

Section 7. Notices of regular meetings of the Board shall be e-mailed and received by each Board of director member at least ten (10) days in advance of the scheduled meeting date. The notices shall contain the meeting's purpose and shall be mailed or sent electronically to the address of record.

Section 8. Each local and institutional chapter shall set its own schedule and locations of meetings.

Section 9. A general membership-meeting quorum shall consist of fifteen (4) regular members.

Section 10. The President shall send, or cause to be sent, to each active member-at- Large all communications that are intended for the general membership.

ARTICLE IX – COMMITTEE AND APPOINTMENTS

Section 1. The following standing committees shall exist:

- (A) Public Relations
- (B) Membership
- (C) Program
- (D) Nominating
- (E) Constitution and Bylaws
- (F) University Relations
- (G) Athletic Advisory Committee
- (H) Audit Committee
- (I) Budget Committee

Section 2. The Public Relations Committee shall be responsible for the publicity and publications of the Maroon & Grey Alumni Chapter, and serve as liaison between the University proper and the Maroon & Grey Alumni Chapter.

Section 3. The Membership Committee shall be responsible for recruiting and reclaiming all ex-students for membership.

Section 4. The Program Committee shall be responsible for planning all the activities of the Maroon & Grey Alumni Chapter, including homecoming activities for the alumni.

Section 5. The Finance Committee, subject to the control of the Board and vice-President of finance, shall supervise the finances of the Maroon & Grey Alumni Chapter and annually prepare a budget setting forth the estimated receipts and expenses of the Maroon & Grey Alumni Chapter for the ensuing year, beginning the first meeting in January.

- (A) The budget for the ensuing year shall be mailed or sent electronically to the Board for pre- approval thirty days prior to the annual meeting, during the week of homecoming.
- (B) The budget for the ensuing year shall be mailed or sent electronically to the address of record.
- (C) The committee shall perform such other duties as may from time to time be assigned to it by the Board and the vice-President of finance.

- Section 6. The Maroon & Grey Alumni Chapter shall establish a nominating committee for the purpose of devising procedures to insure balanced geographical diversity, and equal representation of executive officers on the Board.
- (A) The President has sole power to appoint these committee members.
 - (B) No executive officer of the Maroon & Grey Alumni Chapter may be appointed to the committee whose term expires during the year in which he is nominated.
- Section 7. The Constitution and Bylaws Committee shall be responsible for processing and recommending all changes and amendments to the constitution and bylaws.
- Section 8. The President shall be an ex-officio member of all committees, both permanent and temporary.
- (A) The President shall name and remove the committee chairpersons, excluding the Constitution and By-Laws chair.
 - (B) Neither the chairperson nor all the committee members need to be Board members to serve; however, there shall be at least one Board member on each committee.
 - (C) The President may appoint special committees, ad hoc task groups or commissions, to carry out the mission of the Maroon & Grey Alumni Chapter.
- Section 12. The Budget Committee shall prepare an annual budget thirty (30) days prior to homecoming week, or the annual meeting, as stated in Section 5 above. The budget for the ensuing year shall be e-mailed to each Board member.
- Section 13. No committee, commission, or other such subsidiary body of the Maroon & Grey Alumni Chapter shall attempt to function in an independent capacity inconsistent with its status as an arm of the Maroon & Grey Alumni Chapter, such as incorporating as a legal entity, hiring independent staff, or raising and disbursing funds autonomously.

ARTICLE X - CONTRACTS, LOANS, CHECKS AND DEPOSITS

- Section 1. The Board may authorize any officer and officers, agent, or agents, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Maroon & Grey Alumni Chapter, and such authority may be general or confined to specific instances.
- Section 2. No loans shall be contracted on behalf of the Maroon & Grey Alumni Chapter and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.
- Section 3. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Maroon & Grey Alumni Chapter shall be signed by such officers of the Maroon & Grey Alumni Chapter and in such manner as shall from time to time be determined by resolution of the Board.
- (A) Each check, draft, or other order for the payment of money shall be generated and signed by the Treasurer and the President.
- (B) A letter notifying all depositories of the stipulations (Article X, Section 3(A)) of the Constitution and Bylaws shall be forwarded to the appropriate department of each depository. Proper signatures must be updated regularly as new officers are selected by the Board to be responsible for the payment of the Maroon & Grey Alumni Chapter's indebtedness.
- Section 4. All funds of the Maroon & Grey Alumni Chapter not otherwise employed shall be deposited from time to time to the credit of the Maroon & Grey Alumni Chapter in such banks, trust companies or other depositories as the Board may select.
- Section 5. All officers of the Maroon & Grey Alumni Chapter shall be bonded who will sign checks, drafts, or other instruments for payments.
- Section 6. The audit committee shall undertake an annual audit of all business transactions. The committee shall receive all accounts, ledgers, checks, deposit slips, back-up receipts, and any other supporting documentation required to perform a complete audit.
- This information shall be given to the committee no later than July 15th every year. The audit committee also shall submit its findings to an independent, outside auditor during odd numbered calendar years. The report of the committee and the outside auditor will be reported at the general meeting held during homecoming week.
- Section 7. All checks that are issued to Texas Southern University, its departments, or its employees shall be processed through the Development Office. A letter that specifies the contribution's date, purpose, amount, and conditions of disbursement shall accompany each grant. The letter shall also require the University to provide a written receipt, and an accounting of disbursements within one calendar year from the date of the letter.

ARTICLE XI - TEXAS SOUTHERN UNIVERSITY ALUMNI CHAPTERS

- Section 1. A Texas Southern University Chapter Alumni Chapter may be established when seven (7) or more persons, who are eligible for membership in the Maroon & Grey Alumni Chapter and reside outside of a seventy-five (75) mile radius of Houston, petition the Maroon & Grey Alumni Chapter in writing. All chapters that are within a seventy-five (75) mile radius of Houston shall maintain at least 25 members, at all times. No new chapters are to form in the Houston area. The Maroon & Grey Alumni Chapter shall determine the number of chapters that can be established.
- Section 2. To receive a charter, and remain in good standing as an Maroon & Grey Alumni Chapter chapter, a local entity must:
- (A) Have and maintain the minimum required number of members in the city, county or subdivision defined by the chapter's name, who have paid current chapter and chapter dues, and from whom, or for whom, such chapter dues have been received by the chapter office.
 - (B) Adopt local chapter bylaws with appropriate and relevant provisions that shall be approved by the Board. Any and all revisions and amendments to local chapter bylaws and provisions shall be sent to the chapter office for Board approval and filing.
 - (C) Petition the Maroon & Grey Alumni Chapter for a local chapter charter, fulfilling the requirements and procedures in Section 3 below.
 - (D) Upon receiving its charter, and annually thereafter, elect officers biennially as provided in the local chapter bylaws, which officers shall carry out the duties prescribed for them.
 - (E) Comply with all federal, state, and local laws, as well as regulations concerning activities of organizations exempt from income tax under Section 501c (3) of the Internal Revenue Code, including but not limited to refraining from endorsing political parties or candidates for public office.
 - (F) Transmit prompt and regular financial and program reports to the chapter office, including the following:
 - (1) An accounting for all dues and funds received by March fifteenth. An accounting for dues collected throughout the fiscal year also is required.
 - (2) A Membership list will be submitted to the financial Secretary. A copy of membership list, along with checks also shall be submitted to the Vice President of Finance and the Treasurer. Lists will include all current chapter members, including life members, with the date and amount of dues paid by each member. The lists shall also indicate if life members are financial with the chapter. Checks for dues will be submitted to the financial Secretary.
 - (3) Any other financial reports mandated by the chapter office to ensure the Maroon & Grey Alumni Chapter's compliance as a non-profit organization with IRS regulations.

(4) To protect the Maroon & Grey Alumni Chapter's 501c (3) status, each chapter shall file financial reports with the Maroon & Grey Alumni Chapter no later than thirty (30) days after the end of each calendar quarter, and shall also fulfill all obligations that the vice- President of finance deems appropriate.

(G) Ensure that any funds received from contributions, grants, contracts, or any other source relying on the Maroon & Grey Alumni Chapter's tax-exempt status are made payable to the Maroon & Grey Alumni Chapter. Funds shall be deposited by the chapter's treasurer, or financial officer, in an account established in the chapter's name by resolution of its Board, and where they will be maintained as restricted funds for use of the chapter, less administrative cost not to exceed ten (10) percent.

(H) Hold at least six membership meetings each year, in addition to Board and committee meetings. Progress toward this requirement shall be reported to the chapter office at least quarterly.

(I) Hold at least one local chapter membership drive each year. Progress toward this requirement shall be reported to the chapter office at least quarterly.

(J) Hold at least one TSU student recruitment activity each year. Progress toward this requirement shall be reported to the chapter office at least quarterly.

(K) Hold at least one TSU fundraiser each year. Progress toward this requirement shall be reported to the chapter office at least quarterly.

(L) Support the leadership, purposes, and goals of the Maroon & Grey Alumni Chapter, both through consistent policy positions and through an active program of locally initiated activities.

Section 3. All chapters shall pay fifty (\$50.00) dollars per member per annum as dues to the Maroon & Grey Alumni Chapter. This does not apply when individuals belong to more than one chapter (see Article III; Section 2H of the Maroon & Grey Alumni Chapter constitution).

(A) The Maroon & Grey Alumni Chapter's Vice President of membership shall mail each member of every local chapter a membership card upon receipt of the member's per annum fees. Fees are due on or before February fifteenth each year, or a late fee of five dollars (\$5.00) may be assessed for each member

(B) An annual maintenance fee of no less than \$500 shall be paid to TSUNAA by each chapter. Payments are to be made prior to the general body meeting of each year.

(C) Maintenance fees will be used to aid TSUNAA with administrative fees and expenses that are incurred through each calendar year. The maintenance fee is due by September 15th of each calendar year.

- Section 4. Each chapter shall be responsible for communicating information that is intended for the general membership to each of its local members.
- Section 5. Each chapter shall use its best efforts to attain the purpose of the Maroon & Grey Alumni Chapter and shall not act in any manner prejudicial to the interests of the Maroon & Grey Alumni Chapter.
- Section 6. Any chapter that fails to file required financial reports with the Maroon & Grey Alumni Chapter thirty (30) days after the end of each calendar quarter and does not also fulfill all obligations the Vice President of Finance considers necessary, may lose its good standing status, and be removed from the Maroon & Grey Alumni Chapter. These actions are taken consistent with Article XV of the Maroon & Grey Alumni Chapter constitution.
- Section 7. Each local chapter shall select one member in good standing to serve on the executive Board.

ARTICLE XII - INSTITUTIONAL CHAPTERS

All conditions that are stated in Article XI, and throughout the Maroon & Grey Alumni Chapter constitution, where applicable, shall apply to institutional chapters.

ARTICLE XIII - OPERATIONS MANUAL

An operation manual shall be developed and updated periodically as determined by the Board. It shall contain procedural matters concerning any aspect involving the operation or business of the Maroon & Grey Alumni Chapter.

ARTICLE XIV - AMENDMENTS

- Section 1. The Constitution and Bylaws may be amended, by an affirmative vote of two-thirds (2/3) of the membership present at the Maroon & Grey Alumni Chapter's annual meeting or any meeting of the Maroon & Grey Alumni Chapter, provided the general membership receives notification that revising the Constitution and Bylaws is a scheduled agenda item.
- (A) The general membership shall receive twenty (20) calendar days written notice, by United States mail or sent electronically, in advance of the meeting. The notice shall contain the proposed amendments.
 - (B) Administrative changes such as revising the Constitution and Bylaws to reflect Board decisions in cases of dues and fees, correcting grammatical errors, etc. may be incorporated and will not require approval of the membership.
 - (C) However, before incorporation, administrative changes to the Constitution and Bylaws shall require the approval of a two-thirds (2/3) majority of the Board members present and voting at an executive Board meeting.

- (D) The general membership shall be notified of all administrative changes that are made to the Constitution and Bylaws on or before the forty-fifth (45th) calendar day following Board approval.
- (E) The TSUNAA Constitution and Bylaws in part or total shall not be changed, modified, or suspended during a general body meeting, Board meeting, or any other meeting class, type or reason omitted from this amendment.

The TSUNAA Constitution and Bylaws in part or total shall only be changed, modified, or suspended in accordance with Article IX, Section 7, and Article XIV of the Maroon & Grey Alumni Chapter constitution.

ARTICLE XV - REMOVAL AND SUSPENSIONS

- Section 1. Any officer who, in the determination of the Board, fails to perform their duties as outlined in the constitution and bylaws of the Maroon & Grey Alumni Chapter, may be removed, and replaced in accordance with Article VII, Section 16 of the Maroon & Grey Alumni Chapter constitution and bylaws.
- Section 2. Apart from the above removal of non-performing officers at the discretion of the Board, whether at the chapter or chapter level, any member may be removed for cause, including any conduct, which, in the judgment of the Board, is improper, prejudicial, or detrimental to the Maroon & Grey Alumni Chapter.
- Section 3. Removals for cause may occur only after notice and an opportunity for a hearing by an affirmative vote of two-thirds (2/3) of the Board members, present and voting, herein authorized to conduct such removal. A local officer may also be removed by the chapter Board of directors or by the Board by an affirmative vote of two-thirds (2/3) of the Board of directors, present and voting, at a regular or special called meeting.
- Section 4. Any member in good standing may sign and submit in writing charges of misconduct on the part of a local officer and request a hearing. If the local Board does not respond to the charges of misconduct, or after all administrative procedures at the chapter level have been exhausted, charges of misconduct at the chapter level may be referred to the Board. Any decision issued by the local or institutional chapter Board may be appealed to the Board, whose decision shall be final.
- Section 5. In any investigation of, or hearing on, charges of misconduct, held by either the Board or any local or institutional chapter Board of directors, whether at the Board's own initiative or in response to the request of an Maroon & Grey Alumni Chapter member, the Board shall follow the procedures set forth in Article XVI of the Maroon & Grey Alumni Chapter constitution.
- Section 6. Removals and Suspensions shall be employed only as a last resort. The Maroon & Grey Alumni Chapter shall use letters of reprimand, fines and other methods that are equitable and consistent, as determined by the Board, to assure that the conduct and behavior of all members of the Maroon & Grey Alumni Chapter are consistent with and not in contravention of the CORE VALUES of the Maroon & Grey Alumni Chapter. However, this section does not apply to Article III, Section 5, and Article

VI, Section 5.

ARTICLE XVII - PROCEDURAL POLICIES AND RIGHTS IN REMEDIAL ACTIONS

- Section 1. The following procedures shall be followed by the Board and by the Board of directors of any local or institutional chapter in conducting actions on the removal of officers, or any member, or the revocation of chapter charters.
- Section 2. Remedial actions leading to the removal of officers, or any member, or the revocation or suspension of chapter charters, when authorized by the Board under Article VII, Section 16, Article XI, Section 5, and Article XV of the Maroon & Grey Alumni Chapter constitution, may be instituted in response to charges of misconduct, submitted in writing by a regular member, the President, or at the initiative of one or more Board members so authorized.
- Section 3. If the Board decides to investigate allegations of misconduct involving an officer or member, the affected individual shall be notified in writing of the charges, the right to a hearing, and the right to representation at the expense of the affected officer or member.
- Section 4. If the Board decides to investigate allegations of misconduct involving a local or institutional chapter, the President of the affected chapter shall receive such notification. The chapter may select the person, or persons, to represent it in any hearing. At any such hearings, the person representing officers charged with misconduct, or representing the chapter charged with an action in contravention of Maroon & Grey Alumni Chapter policy, shall have the right to be heard.
- Section 5. The officer or the chapter, in the case of charter actions, shall have ten (10) days, after the date that appears on the certified notification of the Maroon & Grey Alumni Chapter's intent to investigate allegations of misconduct per Article VII, Section 16, to request a hearing. The hearing must be requested in writing and submitted with a written response to the charges. Failure to request a hearing will represent acceptance of the decision of the Board.
- Section 6. If a hearing is requested, the Board shall have fifteen (15) days to inform the affected officer, member, or chapter, in the case of charter actions, of the date, time and place of the hearing, which may be during the next Board meeting.
- (A) An affected officer or member shall personally appear at the hearing and may be accompanied by a representative.
- (B) A record of the proceeding shall be available to the officer, member or chapter, in the case of charter actions, upon request and payment of any' reasonable cost associated with the preparation of the record.

Section 7. The Board may conduct the hearing, or it may authorize the President to appoint a hearing committee consisting of three Board members, and four members of the general membership. The committee shall submit its findings to the Board for action. The Board shall render its decision within sixty (60) days of the hearing and forward a certified copy thereof to the affected officer, member, or chapter, in the case of charter actions.

Section 8. Any decision rendered by the local or institutional chapter may be appealed to the Board. The decision of the Board shall be final.

ARTICLE XVIII - REPEAL OF ARTICLE VII, Section 11, subsection (F)

APPROVED and ADOPTED this 2nd day of February 2021

Matthew Grace

*President, Maroon & Grey Alumni
Chapter, Constitution & Bylaws
Committee*

03/10/2022

Date

First Edition, 1970

Second Edition with Amendments, 1981.

Third Edition with changes included, 1985.

Fourth Edition with changes and Amendments, 1991 Effective October 11th, 1991

Fifth Edition with changes and Amendments, 1999

Sixth Edition with changes and Amendments, 2002

Seventh Edition with changes and Amendments, Effective April 24th, 2004

Eight Edition with changes and Amendments, Effective October 13th, 2007 (ARTICLE VII, Section 4.)

Ninth Edition with reformat of Eight Edition, Effective July 1, 2014

Tenth Edition with reformat of Ninth Edition and incorporation of changes approved in the 2013 and 2014 Maroon & Grey Alumni Chapter General Body Meetings, Effective October 25th, 2014

Eleventh Edition with reformat of Tenth Edition and incorporation of changes approved in the 2016 and 2019 Maroon & Grey Alumni Chapter Board and General Body Meetings, Effective February 1, 2020

Twelfth Edition with reformat of the Eleventh Edition and incorporation of changes approved in the 2020 Maroon & Grey Alumni Chapter Board and Association General Body meetings, Effective April 18, 2020