

**BY-LAWS**  
**Dillard University National Alumni Association, Inc.**

The governance of Dillard University National Alumni Association, Incorporated including its affairs, funds, property, operations, and activities shall be vested in the Executive Board. The Executive Board shall have the responsibility for maintaining liaison with the University, the Board of Governors and the general body/membership.

ARTICLE I: DUTIES OF OFFICERS

Section I:

President – The President shall

- 1) Act as the official representative of the Dillard University National Alumni Association (DUNAA) and bear the responsibility of daily operations for DUNAA,
- 2) Represent the alumni on the Dillard University Board of Trustees and communicate all pertinent issues to DUNAA,
- 3) Serve as Chairperson of the Board of Governors,
- 4) Preside or designate an official for all Executive Board or General Membership Meetings,
- 5) Appoint the Chairmen of all standing and special committees,
- 6) Be ex-officio member of all committees, except the Nominating Committee,
- 7) Perform such other duties as usually pertain to this office,

Section II:

First Vice President – The First Vice President shall

- 1) Chair the Fund Development and Endowment Committee,
- 2) Perform those duties delegated by the President,
- 3) Assume the duties of the President when requested by him/her or in his/her absence.

Section III:

Second Vice President – The Second Vice President shall

- 1) Chair the Membership Committee,
- 2) Perform those duties delegated by the President,
- 3) Assume the duties of the President when requested by him/her or in the absence of the President and the First Vice President.

Section IV:

Recording Secretary - The Recording Secretary shall

- 1) Record the minutes of all National meetings of Executive Board, Board of Governors, and General Body Meetings
- 2) Store all minutes electronically and maintain them for a period of not less than 5 years or the end of term,
- 3) A thumb drive labeled by recorded year will be stored in the Alumni Office
- 4) Prepare minutes for distribution and (via the Corresponding Secretary) for all Executive Board, Board of Governors and DUNAA Meetings,
- 5) At the end of the term in office transfer all minutes to the incoming Recording secretary or President not more than 30 days after leaving office,
- 6) Keep a secure and confidential record of all Executive board members' email addresses and Passwords
- 8) Serve as a member of the Public Relations, Information and Communications Committee
- 9) Perform such other duties as ordinarily pertain to this office or as assigned by the President or the Executive Board,

Section V:

Corresponding Secretary - The Corresponding Secretary shall

- 1) Be responsible for all correspondence of DUNAA and of the Executive Board as designated by the President or the Executive Board,
- 2) Give notice of committee appointments,
- 3) Send notices of all regular and special meetings of the DUNAA and of the Executive Board, including the time and place of such meetings,
- 4) Send ballots to all members for the adoption of proposed changes to the Constitution and By-Laws changes,
- 5) Perform such other duties as ordinarily pertaining to this office or as assigned by the President or the Executive Board,
- 6) Notify the Parliamentarian of proposed changes to the Constitution and By-Laws,
- 7) Serve as member of Public Relations, Information and Communication Committee.

Section VI:

Treasurer – The Treasurer shall

- 1) Disburse all monies of DUNAA as directed by the President or the Executive Board,
- 2) Furnish an accounting report at each meeting of the Executive Board and Board of Governors and present a Semi-annual Report of all deposits, receipts and disbursements at each National General Body Meeting or at such time as directed by the President,
- 3) Prepare records for audit prior to each spring National Membership Meeting,
- 4) Serves as Chair of the Financial Review and Budget Committee,
- 5) Serves as a member of the Fund Development and Endowment Committee,
- 6) Perform such other duties as ordinarily pertain to this office or as assigned by the President or the Executive Board.

Section VII:

Financial Secretary – The Financial Secretary shall

- 1) Receive, record, and deposit all monies for DUNAA and the National Body,
- 2) Provide information of all deposits and receipts to the Treasurer for inclusion in the monthly financial report to the Executive Board
- 3) Provide a list to the President, Second Vice-President, Recording Secretary and Corresponding Secretary of the names and addresses from whom funds were received,
- 4) Perform other duties as ordinarily pertaining to this office or as directed by the President or Executive Board,
- 5) Serve as, a member of the Financial Review and Budget and the Fund Development and Endowment committees

Section VIII:

Chaplain - The Chaplain shall

- 1) Open and close all DUNAA Meetings with prayer,
- 2) Serve as the Executive Board's representative for all amenities,
- 3) Perform such other duties as ordinarily pertaining to this office or as assigned by the President or the Executive Board

Section IX:

Parliamentarian - The Parliamentarian shall

- 1) Serve as Chair of the Constitution and By-Laws Committee,
- 2) Have Roberts Rules of Order, newly revised on hand at all DUNAA meetings, including Executive Board, Board of Governors and National meetings to advise on questions requiring interpretation of the Constitution and By-Laws of DUNAA,
- 3) Perform such other duties as ordinarily pertaining to this office or as assigned by the President or Executive Board.
- 4) Review Constitution & By-laws every term

Section X:

Sergeant at Arms - The Sergeant at Arms shall

- 1) See that order and proper decorum are maintained at all DUNAA meetings,
- 2) Perform other duties within the scope of this office.

Section XI:

Immediate Past President – The Immediate Past President shall

- 1) Serve in advisory and supportive capacity to the newly elected President for a period of two years,
- 2) Turn over books, records, documents, and files at the close of his/her term of office, to the incoming President within thirty days,
- 3) The position will not have a vote and serve as an ex-officio member of the Executive Board for a period of two years immediately following his/her term.

ARTICLE II: EXECUTIVE DIRECTOR OF ALUMNI RELATIONS

The Director shall serve as the official liaison between the university and DUNAA whenever required and will be a financial member of the Board of Governors. The Director will:

- 1) Maintain and share with DUNAA local chapters a current record of all members, including full name, address, and other pertinent contact information necessary for timely correspondence
- 2) Prepare special reports for the university as required.
- 3) Furnish DUNAA and local chapters with necessary information from the university and services that will enhance their program. This information should be cleared by the National President before any disbursement.

ARTICLE III: MANNER OF ELECTIONS

All officers of DUNAA shall be elected by electronic or printed ballot. Constitution and By-Laws amendments may also be included on printed ballots. Nominees for any national office (the executive board) must be financially active members of DUNAA and of a local chapter to be considered as a nominee. All mailed ballots are to be forwarded to the Executive Director of Alumni Relations or his/her designated recipient. The election process will be managed by the Elections Committee. Specific duties of each committee are enumerated under committee responsibilities.

ARTICLE IV: REMOVAL FROM OFFICE

Section I: President

The President shall be removed from office for the following: failure to maintain the duties and workings of DUNAA, financial mismanagement, grossly immoral and/or inappropriate behavior or a unanimous vote of no-confidence from the Executive Board.

Section I.1: Impeachment Process

Removal can only take place after the following has occurred: a written communication, manifesting the suggested reasons for removal, has been mailed to the president's and recording secretary's official residences, as filed with the National Corresponding Secretary and National 2<sup>nd</sup> Vice-President (Membership Chair); the president has been given three (3) months to present a written response to the Executive Board; the Executive Board, having by majority vote affirmed the causes for removal, recommend to the Board of Governors removal; the president has addressed the Board of Governors at a meeting called for the purpose of hearing the President's response; and a majority of those present and financially active at the time of the meeting vote for

removal.

#### Section I.2: Presidential Duties

The 1<sup>st</sup> Vice-President shall assume the duties of the presidency once impeachment proceedings have begun and until a determination has been reached.

#### Section I.3: Reinstatement

The President shall resume his/her duties if the Board of Governors shall fail to vote for removal or the Executive Board withdraws its written recommendation.

#### Section II: Removal of Elected Officers

Elected Officers of DUNAA, excluding the president, shall be removed from office for any of the following reasons:

1. Failure to maintain the duties and responsibilities of the office to which elected,
2. Financial mismanagement,
3. Grossly immoral and/or inappropriate behavior,
4. The officer shall be relieved of the duties of the office pending investigation of the charges.
5. Unanimous vote of no-confidence from the Executive Board.

The officer shall be relieved of the duties of the office pending investigation of the charges.

#### Section II.1: Removal Process

Removal can only take place after the following has occurred:

1. A written communication, manifesting the suggested reasons for removal, has been mailed to the accused officer's, President's, and Recording Secretary's (if not affected) official residences, as filed with the National Corresponding Secretary and National 2<sup>nd</sup> Vice-President (Membership Chair);
2. The officer has been given (1) month to present a written response to the Executive Board.
3. The office has addressed the Executive Board
4. The matter is presented to the Board of Governors and 2/3 majority vote for removal is recorded.

#### Section II.2:

Any elected or appointed Officer shall be removed from office for failure to attend (or absence from) three consecutive official meetings of the Executive Board or for cause upon a two-thirds (2/3) majority vote at any meeting of the Executive Board, provided prior notice is given that such removal is on the agenda of the Board.

#### Section II.3: Officer's Duties

The officer shall be relieved of his/her duties pending the completion of the impeachment process.

#### Section III: Removal of Appointed Officers

Appointed Officers and committee chairpersons shall be removed in accordance with the desires of the President if he/she has failed to fulfill their assigned duties.

#### SECTION IV: Resignation

Section IV.1: Any Officer of DUNAA may resign by filing with the President or Corresponding Secretary of the Executive Board by submitting a written resignation which shall be effective upon acceptance by the Executive Board.

#### ARTICLE V: COMMITTEES

There shall be the following nine (10) Standing Committees:

1. Constitution and By-Laws
2. National Programs Committee
3. Financial Review and Budget
4. Fund Development and Endowment
5. Nominating
6. Election
7. Membership
8. Awards and Achievement
9. Public Relations Information and Communication
10. Recruitment, Admission and Retention Committee

All committees will receive and approve chapter reports and program requests pertaining to that committee's function.

All National committee members shall be active members of DUNAA in good standing.

Term and Vacancies - Except whereas may be otherwise provided in these By -Laws, committee members shall serve during the term of the President of DUNAA who appointed them, and until their successors have been appointed. Vacancies on committees shall be filled in the same manner as original appointments.

#### Section I:

Constitution and By-Laws Committee – The Constitution and by-Laws Committee shall:

- 1) Be chaired by the Parliamentarian and include three (3) members from DUNAA chapters and/or Members at large
- 2) Carry out the provisions of Article VIII of the Constitution and, in cooperation with other Committees, working for the betterment of DUNAA
- 3) Make periodic studies of the Constitution and By-Laws, and submit reports to the Executive Board and at any DUNAA meeting, together with recommendations
- 4) Present proposed changes to the General Membership for review at least thirty (30) days prior to voting at Semi-Annual meetings.

#### Section II:

National Program Committee - The National Program Committee shall be composed of at least three (3) members: The Chairman and two (2) members of DUNAA. This committee shall present, for approval of the Executive Board, a Program of Activities for DUNAA's current year, at an Executive Board meeting prior to the fall semi-annual meeting. This committee shall make up the calendar of events and make necessary arrangements for special and semi-annual meetings. The National Program Committee shall

- 1) Consist of a Chairman and as many members as deemed necessary to carry out the work of the committee,
- 2) Consider the following activities: Blue & White Night, Inter-Alumni Council, Homecoming, Banquets, Anniversaries, Class Reunions, Jobs for Students, and any other activity the President or Executive Board might request the committee to undertake,
- 3) Meet during the designated semi-annual meeting and finalize plans for the year,
- 4) See that each activity functions in each Chapter as outlined by the committee,
- 5) Make report to the Executive Board meeting and at the semi-annual meetings.

#### Section III:

Financial Review and Budget Committee - This committee shall

- 1) Be chaired by the Treasurer, and should include the Financial Secretary and at least one (1) other

- member from DUNAA chapters and/or members at large.
- 2) Examine and report to the Executive Board conditions of the National Association's finances with recommendations when necessary,
- 3) Make recommendations to the Executive Board regarding the management and care of DUNAA's operating expenses,
- 4) Develop an annual operating budget with provisions for revisions as appropriate
- 5) Provide a semi-annual status of the operating budget

Section IV:

Fund Development and Endowment - The Fund Development and Endowment Committee shall:

- 1) Be chaired by the First Vice-President and include the Treasurer and three (3) other members from DUNAA chapters And/or members at large
- 2) Formulate plans to raise funds to support the goals of DUNAA,
- 3) Be responsible for the growth of the National Perpetual Endowed Scholarship,
- 4) Review all local chapter fund raising efforts as well as set the guidelines for fund development per DUNAA's standards.

Section V:

Nominating Committee - The Nominating Committee shall:

- 1) Have a Chairperson appointed by the President. The Chair shall serve one term and shall not be a candidate for any elective office while serving on the nominating committee.
- 2) Consist of no less than three (3) financially active members of DUNAA chapters and/or members at large
- 3) Submit slate to President & 2nd VP, Financial & Corresponding Secretary (to verify member status & contact information) by first Thursday in January
- 4) Verify that the nominee is a financially active member,
- 5) Validate nominee's willingness to serve
- 6) Nominate at least one (1) active alumni member for each office by February 1<sup>st</sup> of the election year,

Section VI:

Election Committee shall:

- 1) Consist of no more than three (3) financially active members, appointed by the President one month preceding the election. These members shall not be candidates for office or a member of the Nominating committee.
- 2) Create ballot and certify election by the second Thursday in April.
- 3) Report results to the President by second Thursday in April.
- 4) Establish, coordinate, and maintain the integrity of the voting process.

Section VII:

Membership- This committee shall:

- 1) Be chaired by the Second Vice President, and consist of no less than three (3) members from DUNAA chapters and/or members at large
- 2) Develop membership incentive programs
- 3) Provide membership cards for each active member,
- 4) Develop and forward pertinent membership information to the general body and newly established chapters,
- 5) Report total number of active individual and chapter memberships to DUNAA,
- 6) Plan for membership campaigns in conjunction with local chapters.

#### Section VIII:

Awards and Achievement Committee - This committee shall

- 1) Consist of no more than three (3) members from DUNAA chapters and/or members at large,
- 2) Recommend, annually, the recipients of designated awards to be approved by the Executive Board and the Board of Governors,
- 3) Continuously study and make recommendations on awards criteria,
- 4) Poll the membership for nominees to receive the Alumni Awards by December 31 of each year and make a report for the Executive Board before March 1,
- 5) Make reports to the Executive Board at semi-annual meetings.

#### Section IX:

Public Relations, Information and Communications Committee – This committee shall

- 1) Consist of a Chairman, the 2nd Vice President and a Co-chair, the Corresponding Secretary and a representative of each Chapter,
- 2) Keep all local and general alumni informed of current developments at the University,
- 3) Implement DUNAA's communication strategy set forth by the Board of Governors,
- 4) Keep the alumni and University informed of all current local and general alumni activities,
- 5) Keep the University and alumni informed of individual alumni accomplishments,
- 6) Provide news, information and projects that will serve the best interests of both the University and DUNAA,
- 7) Cooperate with all committees and their projects,
- 8) Contribute to the University publications,
- 9) Make reports to Executive Board at semi-annual meetings,
- 10) Committee members are to serve as Editor(s) of Alumni Association's Publications and Web Master of the National Association's Official Website,
- 11) Recording Secretary serves as a member of this committee.

#### Section X:

Recruitment, Admission and Retention Committee - This committee shall

- 1) Consist of at least three (3) members with a Chair appointed by the President,
- 2) Make every possible effort to stimulate alumni to assist in securing the best possible high school graduates for Dillard University,
- 3) Set up committees in every Chapter for recruitment programs,
- 4) Make initial report and recommendations to the Executive Board prior to the Fall National Membership Meeting
- 5) Present approved report with recommendations at the Fall National Membership Meeting.
- 6) Work closely with the University Committee on student selection and the DUPAAN program,
- 7) Channel all recommendations through the Director of Alumni Relations Office,
- 8) Work with University staff to develop recruiting and retention programs that foster alumni and student involvement.
- 9) Identify, recommend and support student retention efforts.

#### ARTICLE VI: SPECIAL COMMITTEE

The President of DUNAA has the authority to establish ad hoc committees as necessary to support the goals of the organization.

#### ARTICLE VII: EXECUTIVE BOARD

Section I:

Chairmanship - The Chairman of the Executive Board shall be the President of DUNAA and he/she shall preside at all meetings or designate the proper officer to serve in his/her absence.

Section II:

Membership - The membership of the Executive Board shall consist of all elected officers of DUNAA and will include the Immediate Past President for the term immediately following his/her exit from office as President.

Section III:

Function - The Executive Board shall conduct the business affairs of the DUNAA

Section IV:

Local Alumni Chapters may be organized when the following conditions exist:

- 8) Submit written application to the Chair of the National Membership Committee (2<sup>nd</sup> VP), signed by not less than five (5) alumni residents in any locality,
- 9) Conform to the general requirements of the National Association including but not limited to; the establishment and submission of chapter constitution and by-laws, submission of a chapter roster and elected officers with contact information,
- 10) Submission of an established minimum annual fee as determined by the Executive Board for the Operating Fund of DUNAA,
- 11) Issuance of a charter by the Chair of Membership once approved by the Executive Board and Board of Governors.

When duly organized, the chapter will have representation on the Board of Governors and other committees.

Section V:

Chapters shall be allowed one (1) representative on the Board of Governors. The representative will be the chapter president or chapter designee.

Section VI:

The local alumni Chapters shall be charged with the responsibility of promoting the purposes of the National Alumni Association on the local level as stated in the Constitution.

Section VII:

Established Alumni Chapters shall forward to the National President, 2<sup>nd</sup> Vice-President and Recording Secretary thirty (30) days prior to the first Board of Governors Meeting of each year and when applicable, two weeks following the elections of Chapter Officers

- 1) A list of the Chapter's Officers,
- 2) Complete Chapter Roster with members' contact information,
- 3) The latest revision of Chapter's Constitution and By-Laws (also submit this to Chair of Constitution and By-Laws Committee),

Additionally, the chapter will submit the approved chapter annual assessment fee, and to the President and Corresponding Secretary not later than two weeks prior to each semi-annual meeting, a chapter report for distribution at the semi- annual meeting.

Section VIII:

Any person considered eligible for membership in DUNAA shall be eligible for membership in a local Alumni Chapter.

Section IX:

Each alumni Chapter shall hold at least four (4) meetings annually.

Section X:

Chapter correspondence shall be submitted by the chapter's corresponding secretary or persons appointed by the local Chapter President to keep the Executive Board informed of the news and activities of their Chapter at least quarterly. They will keep a current list of names and addresses of alumni in their area and a current list of financially active chapter members. |

ARTICLE VII: SEAL AND LOGO

Section I:

DUNAA's official seal shall be maintained by the National President in the designated Official National Alumni Association Office located on campus in the Alumni House and Welcome Center.

ARTICLE VIII: AUTHORITY

In all cases, when resort to Parliamentary rules is necessary, those contained in Robert's Rules of Order, Revised, shall govern, except when they conflict with the Constitution and By-Laws of DUNAA.

ARTICLE IX: AMENDMENTS

Section I

A proposed amendment of the By-Laws may be submitted at any regular or special meeting of the Executive Board, provided written notice of proposed amendments have been sent to all members of the Constitution and By-Laws Committee at least thirty (30) days prior to the date of the meeting. The proposed amendment will be reviewed by that committee and the chairman shall forward the amendments to the Executive Board with a recommendation for action.

Section II

Amendments to the By-Laws may be approved by DUNAA membership by a 2/3 vote of the ballots received or by 2/3 vote of the membership attending a general meeting provided the proposed amendments have been circulated to active members not less than thirty (30) days preceding the general meeting.

ARTICLE X: FINANCES

Section I: Fiscal Period

The fiscal year for the Association begins on July 1 and ends on June 30<sup>th</sup>, the following year. The Fiscal year shall be named after the calendar year it terminates in.

Section II: Chapter Responsibility

In keeping with the fundamental purposes of the Dillard University National Alumni Association and Regulations for tax purposes, each chapter is required to make a bi-annually financial report to the Association annually of its income, holdings, and expenditures.

ARTICLE XI: ALUMNI REPRESENTATIVE TO THE TRUSTEE BOARD

Section I: Powers

The President of the Dillard University National Alumni Association shall be the official representative To the Dillard University Board of Trustees.

Section II: Duties

The duties of the Representatives of the Trustee Board are as follows:

1. Present items of interest and concern of the Association to the Trustee Board

2. Serve on Board of Directors of the Association, and
3. Provide oral or written summary reports (of information that can be shared) to the Executive Committee, the Board of Governors,  
And the Association following Trustee Board Meetings

#### ARTICLE XII: OPERATIONS MANUAL

The Association's Executive Board and its chapters should adhere to the guidelines set forth in the Association's Operations Manual

#### ARTICLE XIII: MEETINGS

There shall be at least four scheduled Board of Governors meetings of DUNAA per year.

A minimum of twelve (12) financially active members shall constitute a quorum of DUNAA for the purpose of having a Board of Governors Meeting

#### ARTICLE IX: DISSOLUTION OF DILLARD UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INCORPORATED

In the event of the dissolution of the Dillard University National Alumni Association, Inc, a non-profit corporation, the net assets of the organization shall be distributed as follows:

- A. All liabilities and obligations shall be paid, satisfied, and discharged and all remaining assets shall be transferred to Dillard University of New Orleans, Louisiana.

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