

CONSTITUTION
of
DILLARD UNIVERSITY
NATIONAL ALUMNI ASSOCIATION, INCORPORATED



PREAMBLE

We, the Sons and Daughters of Dillard University, having faith in our University to continue the legacy of instilling “confidence and courage” in the hearts and minds of all who enter her gates, pledge to make substantial contributions to our community, to our nation, and to the world. We believe graduates will give benevolently to the perpetuation of the University and the National Alumni Association in order to support the longevity of our Alma Mater. We further pledge to promote, support, and provide service to Dillard University National Alumni Association and enact and establish this Constitution and accompanying By-Laws for the governance of the organization.

ARTICLE I: NAME

The name of this organization shall be the DILLARD UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INCORPORATED, hereinafter referred to as “DUNAA.” DUNAA shall be recognized as the parent organization of all local chapters and operate under the auspices of this Constitution and By-Laws. DUNAA shall be a nonprofit organization dedicated to educational and philanthropic purposes.

ARTICLE II: PURPOSES

The purposes of DUNAA are declared to be:

- To assist and promote the work of Dillard University and to foster a spirit of cooperation and fellowship among alumni.
- To establish and maintain an effective relationship between the University and alumni.
- To establish and maintain an effective relationship between students at the University and alumni, as well as assist in recruiting students to the University.
- To engage in educational, service, and charitable activities that promote the advancement of Dillard University and contribute to the effective operation of DUNAA.
- To develop, govern, supervise, and regulate the local chapters of DUNAA, established under the authority and sanction of this constitution.
- To encourage annual alumni giving to DUNAA and to the University.
- To inform members of all DUNAA and University developments.
- To promote and encourage alumni growth and development through leadership opportunities, professional networking, and social activities.
- To reward and recognize outstanding alumni for their accomplishments and achievements.
- To uphold the history, heritage, and legacy of the University as well as encourage school pride and loyalty.

ARTICLE III: GOVERNANCE

3.1 DUNAA was formed, under the charter of Dillard University, as an exempt entity under Section 501

(c) (3) of the Internal Revenue Code (IRS), for public purposes, and it shall be **nonprofit and nonpartisan**. In 2013, the organization was granted its own 501(c)(3) status with all rights and responsibilities associated therewith.

- 3.2 Parliamentary Authority - DUNAA Constitution and By-Laws govern its proceedings. All matters not specifically referenced in the aforementioned documents are subject to the most recent edition of Robert's Rules of Order. All issues that are not set forth in the Constitution and By-Laws shall be subject to the Executive Board's interpretation by a Robert's Rules of Order by a simple majority.
- 3.3 The Executive Board – The Executive Board shall conduct the business affairs of the National Association. The members of the Executive Board shall consist of all elected officers of DUNAA. 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 or her absence. Between meetings of DUNAA, the Executive Board and/or the President shall act for DUNAA.
- 3.4 Board of Governors - The Board of Governors shall consist of the elected **national** officers of DUNAA, the Immediate Past President of DUNAA, the President or designee from each active chapter, the President of the Pre-Alumni Council, and the Director of Alumni Relations. The President of DUNAA shall be the Chair of the Board of Governors.
- 3.5 Term Limits - The President may serve any number of years, but shall not serve more than two (2) consecutive terms. All other officers may serve several years, but shall not serve more than two (2) consecutive terms.
 - 3.5.1 Tenure - The elected officers shall serve on the Board of Governors for a period commensurate with their office. The Chapter Presidents shall serve for a period commensurate with their office. All members of the Board of Governors shall be eligible to serve on the Board after sitting out one (1) term commensurate with their class of membership.
- 3.6 Officers - The elected officers of DUNAA shall be: President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Chaplain, Parliamentarian, Sergeant-at-Arms, and **Nominating Committee Chair**.
- 3.7 Terms of Office - Officers shall serve a term of office lasting two years. **The term of office begins on July 1st of the year in which the officer is elected and ends on June 30th of the second year of the term.**
- 3.8 Vacancies - Any vacancy occurring in an elected office shall be filled by the President and approved by a majority of the Executive Board to serve until the original term expires.

ARTICLE IV: MEMBERSHIP

4.1 Categories of Membership

There shall be six categories of membership in DUNAA:

- A. **Regular member-a** – member who remits national dues and either local chapter dues or **member-at-large dues**.
- B. **Recent Graduate member** - a member who affiliates with DUNAA following graduation from Dillard University, **by June 30th graduation date or December 30th of the following graduating year. Recent graduates are excused from paying national dues for the fiscal year**

immediately following graduation and must affiliate with a local chapter or as a member-at-large.

- C. **Life member** – member who remitted life membership dues in full, and either local chapter dues or member-at-large dues. **Life members who paid their dues prior to the 2023 revision of the Constitution and By-Laws have the right to vote in the national election. Life members who paid their dues after the 2023 revision of the Constitution and By-Laws must affiliate with a local chapter to vote in the national election.**
- D. **Partial Life Member** – member who remitted the first installment of life membership dues, and either local chapter dues or member-at-large dues. **Partial Life Members must remit annual dues until life membership is full, and will not have the same rights and privileges as Life Members because he/she has paid dues in full. (See Life Member Installation Plan)**
- E. **Honorary Member** – a member of high esteem and achievement who has the privilege of membership without the payment of dues. The honorary member must be nominated by a member of the Board of Governors and approved by the Executive Board. **(These individuals were NOT chosen by Dillard University)**
- F. **Associate members** - a family member of a DU graduate, a friend of a DU graduate, or someone who attended Dillard for at **least 15 credits, or anyone who wants to support the university and remits national dues and either local chapter dues or member-at-large dues. These individuals are non-voting members and cannot hold office.**

4.2 Eligibility for Membership

- A. Members shall remit both national and local dues or the member-at-large **dues** to be eligible for regular, partial life membership, or associate membership.
- B. Life members shall **remit local chapter** dues or member-at-large dues to be eligible for membership. **Life members who paid their dues prior to the 2023 revision of the Constitution and By-Laws have the right to vote in the national election. Life members who paid their dues after the 2023 revision of the Constitution and By-Laws must affiliate with a local chapter to vote in the national election.**
- C. **Recent undergraduate and graduate** members shall contact the local chapter within their first year of graduation or pay the member-at-large fee to be eligible for membership.
- D. Members or member-at-large who reside within 50 miles of the city/state where the local DUNAA chapter is seated may affiliate with the chapter.
- E. Members who reside more than 50 miles from the city/state where a local DUNAA chapter is seated may affiliate as a member at-large or a member of the local chapter of their choice.
- F. Graduates of Dillard University, Straight College, New Orleans University, Flint-Goodridge Hospital, Flint Medical College, and the School of Pharmacy shall be eligible for regular, life membership, and partial life membership in DUNAA.
- G. Dillard University honorary degree recipients or persons of high esteem and achievement whose membership in DUNAA is approved by the Executive Board shall be eligible for honorary membership. **(These individuals were not selected by Dillard University.)**
- H. Former students of Dillard University, Straight College, New Orleans University, Flint-Goodridge

Hospital, Flint Medical College, and the School of Pharmacy who completed at least **15 credit hours** and withdrew in good standing shall be eligible for associate membership. **(These are non-voting members of DUNAA)**

- I. Family members, **current or former employees**, or friends of an alumnus whose application for membership is approved by the DUNAA Executive Board shall be eligible for associate membership.

ARTICLE V: CHAPTERS

Chapters comprised of DUNAA members shall be established in local communities with the approval of the Executive Board. Chapters shall maintain a minimum of five (5) members and subscribe to the provisions of the Constitution and Bylaws of DUNAA.

5.1 Establishment of a New Chapter

- 5.2 Groups of five or more Dillard University alumni who reside within 50 miles of the designated geographical area may establish a chapter by submitting an application for a new DUNAA Chapter to the 2nd National Vice President and receiving the approval of the National Executive Board. A newly established chapter shall satisfy the requirements outlined in the DUNAA Operations Manual, current edition.
- 5.3 Governance - The Constitution, By-laws, policies, and programs of chapters shall conform with the Constitution, By-laws, and policies of DUNAA, as interpreted by the National Executive Board, **must submit revised documents of the Constitution and Bylaws by June 30th of each fiscal year. Chapters have 60 days to comply. Any chapter that is out of compliance is subject to being out of compliance, and its members will be considered members-at-large. (See Operation Manual for more information)**

ARTICLE VI: DIRECTOR OF ALUMNI RELATIONS

The Director of Alumni Relations, employed by the University, shall serve as the official point of contact from the University to the DUNAA. The President **of DUNAA** shall, at the commencement of his/her term, communicate with the Director of Alumni Relations the expectations of DUNAA.

ARTICLE VII: MEETINGS

- 7.1 General Membership Meetings. General Membership Meetings. There shall be at least two scheduled meetings of DUNAA per year. One meeting shall be held in the fall, and the second meeting shall be held in the spring..
- 7.2 Quorums

- 7.2.1 Quorum of DUNAA - Quorum of DUNAA - A minimum of twenty (20) active members of DUNAA shall constitute a quorum for the purpose of having a General Body Meeting.
- 7.2.2 Quorum of the Board of Governors - **A minimum percentage of total active chapters**; the chapter president will serve as a member of the Board of Governors, and this number shall constitute a quorum for the purpose of having a Board of Governors Meeting.
- 7.2.3 Quorum of the Executive Board - A simple majority of the Executive Board members shall constitute a quorum for the purpose of having an Executive Board Meeting.
- 7.3 Board of Governors Meetings - There shall be at least four scheduled Board of Governors meetings of DUNAA per year.
- 7.4 Notice - All active members of DUNAA shall be **notified via electronic mail**. The President of DUNAA may call an emergency meeting as necessary.
- 7.5 Voting - All active members of DUNAA shall be entitled to exercise one (1) vote per item **and make motions during any meeting**.

ARTICLE VIII: AMENDMENTS

- 8.1 - Proposed amendments to this Constitution shall be presented **by the Constitution and By-Laws Committee** to the Executive Board for consideration, then to the Board of Governors for review prior to being **electronically mailed** to the membership. A two-thirds vote of all votes cast shall make amendments to this Constitution.
- 8.2 - The President of DUNAA shall transmit the approved revision(s) to the Director of Alumni Relations, the President of the University, the University Librarian/Archivist, and the University Historian.

ARTICLE IX: DISSOLUTION AND DISTRIBUTION OF ASSETS

- 9.1 - Upon the dissolution of DUNAA, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of DUNAA, dispose of all of the assets of DUNAA exclusively for the purpose of DUNAA to Dillard University which shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Governors shall determine.

ARTICLE X: BY-LAWS

- 10.1 - The Executive Board, with impute from the Board of Governors, is hereby empowered to enact By-laws with the provisions of this Constitution.

Table of Revisions and Approved Amendments

Revised: May 14, 1983
Revised: October 22, 1983
Revised: October 20, 1984

Revised by Committee: February 2001 & August 2003
Approved by Executive Committee: October 2003
Ratified: May 2004
Amended: April 2011
Ratified: November 2012
Amended: November 2014
Amended: May 2015
Amended: November 2020
Revised: June 2023
Revised: September 2025

BYLAWS

of the

DILLARD UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC.



The governance of Dillard University National Alumni Association, Incorporated (DUNAA) 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, Inc. 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 Executive Board and the Board of Governors.**
- 4) Preside or designate an official for all Executive Board or general membership meetings.**
- 5) Appoint the chairpersons and members of all standing and special committees.**
- 6) Be ex-officio member of all committees, except the Nominating Committee and Elections Committee.**
- 7) Conduct a transition meeting by June 20th in the year his/her term ends.**
- 8) 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 meetings of the 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) Store minutes and reports in a digital/electronic format, labeled by recorded year in the Alumni Office by July 15th of each fiscal year.
- 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.
- 7) Serve as a member of the Public Relations, Information and Communications Committee.
- 8) Perform such other duties as ordinarily pertain to this office or as assigned by the President or the Executive Board.
- 9) Notify the Parliamentarian of proposed changes to the Constitution and Bylaws.

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 Bylaws changes.
- 5) Perform such other duties as ordinarily pertaining to this office or as assigned by the President or the Executive Board.
- 6) Serve as Chair of Public Relations, Information and Communication Committee.

Section VI: Treasurer

The Treasurer shall:

- 1) Serve as the Chief Fiscal Officer.
- 2) Chair the Finance Committee.
- 3) Serve as a member of the Fund Development and Endowment Committee.

- 4) Prepare the annual budget.
- 5) Issue, receive, counter-sign and process vouchers for all expenses and reimbursements except those submitted personally on behalf of the Treasurer.
- 6) Issue payments for approved vouchers using checks, digital banking services, or electronic payment services as directed by the President or the Executive Board.
- 7) Present a Financial Report of all income and expenses at each Executive Board and Board of Governors meeting.
- 8) Present a semi-annual Summary Financial Report at each general membership meeting and upon request of the President.
- 9) Prepare records for audit prior to the spring general membership meeting.

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 Finance Committee.
- 6) Issue receipts to members who pay national dues directly to DUNAA within 10 business days of receipt
- 7) Confirm receipt of dues payments for chapters remitting national dues for its members within 10 business days of receipt
- 8) Issue receipts for contributions to DUNAA within 10 business days of receipt
- 9) Review, counter-sign and process vouchers for expenses and reimbursements submitted personally by the President or Treasurer.

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) Advise the President, other officers, committees, and members on matters of parliamentary procedure.
- 2) Serve as Chair of the Constitution and Bylaws Committee.
- 3) Have Roberts Rules of Order, newly revised, on hand at all DUNAA meetings, including Executive Board, Board of Governors and general membership meetings to advise on

questions requiring interpretation of the Constitution and Bylaws of DUNAA.

- 4) Perform such other duties as ordinarily pertaining to this office or as assigned by the President or Executive Board.
- 5) Review the Constitution and Bylaws every term and participate in the review of the DUNAA Operations Manual.

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: 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 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: DISCIPLINE

All members and officers of DUNAA are expected to conduct themselves honorably and remain focused on the organization's goals. A member or officer who neglects their duties, abuses their authority, or engages in other misconduct shall be subject to disciplinary action.

Section 1.1 – Sanctions

Any member or officer may be sanctioned for violations of the Constitution and Bylaws, and other policies and procedures of DUNAA.

Any member of DUNAA may submit in writing an allegation of misconduct. The allegation must be typewritten with an original signature and sent to DUNAA's official mailing address citing the name(s) of the member(s) and the specific allegation(s). The written communication should be addressed to the President with a courtesy copy to the Corresponding Secretary. If the allegation involves the President, the communication should be addressed to the First Vice-President with a courtesy copy addressed to the Corresponding Secretary. In addition, an electronic/digital copy of the communication may be sent to the designated parties at their respective DUNAA email addresses.

Sanctions are penalties imposed by the Executive Board to members who violate the rules and/or policies of DUNAA. The penalty may include a written reprimand, a public apology or other penalties prescribed by the Executive Board.

The Executive Board shall:

- 1) Notify the affected member or officer of the request for a sanction and provide the member(s) who submitted the request a written response within 14 days of the notification.**
- 2) Request and receive a written response from the affected member within 14 days of the notification.**
- 3) After receiving the response, convene to conduct a review of the allegation(s).**
- 4) Conduct a vote on whether to impose sanction(s).**
- 5) Notify the Board of Governors of the action taken, and the sanctions imposed within 14 days of the vote.**

If the Executive Board determines that the conduct is so egregious, they can refer the allegation(s) for impeachment.

Section 1.2. – Impeachment

A written request to remove a member or an officer shall be submitted, typewritten with original signatures, to DUNAA's official mailing address citing the name(s) of the member(s) and specific allegation(s). The written communication should be addressed to the President with a courtesy copy to the Corresponding Secretary. If the allegation involves the President, the communication should be addressed to the First Vice-President with a courtesy copy addressed to the Corresponding Secretary. In addition, an electronic/digital copy of the communication may be sent to the designated parties at their respective DUNAA email addresses. The request shall be

signed/endorsed by one of the following groups:

- 1. A minimum of five (5) DUNAA members from three or more distinct chapters or members-at-large, or**
- 2. A chapter, by majority vote, may draft a request for impeachment, signed by the Chapter President as the chapter's designated representative. A minimum of three (3) designated representatives of distinct DUNAA chapters, or**
- 3. A minimum of five (5) members of the Executive Board**

The Executive Board shall:

- 1) Provide a typewritten acknowledgement of the request to the submitters within 10 business days of receipt.**
- 2) Notify the affected member or officer of the request for removal and request a written response within 30 days of the notification.**
- 3) Recognize the First Vice-President as the Interim Chair of the Executive Board should the allegations be levied against the DUNAA President. The First Vice-President shall retain the office of First Vice-President and the President shall retain the office of President and serve as DUNAA's representative to the Dillard University Board of Trustees. Should the allegation(s)/be levied against other officers, the Executive Board will determine if it is necessary to appoint an interim officer who meets the requirements of the office.**
- 4) After receiving the response, convene to conduct an initial review of the allegation(s) and draft a written report of its findings.**
- 5) Provide a report of its findings, including a recommendation(s) on the allegation(s) and discipline, to the Board of Governors.**
- 6) Notify the affected member or officer of its findings, recommendations and next steps.**
- 7) Notify the entire membership of the outcome of the proceedings.**

The Board of Governors shall:

- 1) Receive and review the report of the Executive Board.**
- 2) Conduct a hearing to allow the affected member or officer to address the allegations.**
- 3) Conduct a vote on allegations. A 2/3 vote of the Board of Governors is required for impeachment.**

The Member or Officer shall:

- 1) Provide a written response to the allegation(s)/charge(s) to the Executive Board within 30 days of notification.**
- 2) Participate in the hearing convened by the Board of Governors.**
- 3) Relinquish the duties and responsibilities of the office upon receipt of the written notice.**
- 4) Participate in the orderly transition of duties and responsibilities.**

Section 1.3 – Discipline

1.3.1 – Reinstatement

The member or officer shall resume his/her duties and responsibilities if the Board of Governor fails to vote for removal or the Executive Board withdraws its recommendation(s).

1.3.2 – Removal

The member(s) shall be barred from membership in DUNAA for a minimum of two years and up to permanent expulsion from the organization if Board of Governors votes for removal. An officer shall be removed from office if the Board of Governors votes for removal and barred from holding a leadership position in the organization for a minimum of two years through a permanent prohibition. In addition, the officer may be barred from membership in DUNAA for a minimum of two years and up to permanent expulsion from the organization.

Section 1.4 – Resignation

- 1) Any officer of DUNAA may resign by written notice to the Executive Board by:
 - a. Providing notification 5 days prior to the Executive Board Meeting.
 - b. Within an official business meeting.
- 2) The Executive Board shall record the receipt of the resignation and set the effective date once a transition is completed.

ARTICLE V: COMMITTEES

There shall be the following ten (10) standing committees:

- 1) Constitution and Bylaws
- 2) National Programs Committee
- 3) Finance
- 4) Fund Development and Endowment
- 5) Nominating
- 6) Elections
- 7) Membership
- 8) Awards and Achievements
- 9) Public Relations Information and Communication
- 10) Recruitment, Admission and Retention

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 Bylaws, 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 Bylaws Committee

The Constitution and Bylaws 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 Bylaws, 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 - Finance Committee

This Finance 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 Committee

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 elected by the membership. 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 1st of the election year.

Section VI: Elections Committee

The Elections Committee shall:

- 1) Consist of no more than three (3) 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 the ballot and certify the 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 Committee

The Membership 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 the total number of active individual and chapter memberships to the DUNAA Executive Board monthly.
- 6) Plan for membership campaigns in conjunction with local chapters.

Section VIII: Awards and Achievement Committee

The Awards and Achievement 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

Public Relations, Information and Communications 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 association's publications and Webmaster of the national association's official website.**
- 11) The Recording Secretary serves as a member of this committee.**

Section X: Recruitment, Admission and Retention Committee

The Recruitment, Admission and Retention 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

Local alumni chapters may be organized when the following conditions exist:

- 1) Submit written application to the Chair of the National Membership Committee (2nd VP), signed by not less than five (5) alumni residents in any locality.**
- 2) Conform to the general requirements of the association including but not limited to; the establishment and submission of chapter Constitution and Bylaws, submission of a chapter roster and elected officers with contact information.**
- 3) Submission of an established minimum annual fee as determined by the Executive Board for the operating fund of DUNAA.**
- 4) 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, 2nd 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 Bylaws (also submit this to Chair of Constitution and Bylaws Committee).**

Additionally, the chapter will submit the approved chapter annual assessment fee by June 30th 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 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, newly revised, shall govern, except when they conflict with the Constitution and Bylaws of DUNAA.

ARTICLE IX: AMENDMENTS

Section I:

A proposed amendment of the Bylaws 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 Bylaws 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 Bylaws 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 1st and ends on June 30th, 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.

Section III: Dues

- 1) DUNAA national dues are \$50 and payable between April 1st and June 30th for the succeeding fiscal year.
- 2) DUNAA life member dues are \$500. and payable either in a lump sum or in two equal installments of \$250. for two consecutive years between April 1st and June 30th for the succeeding fiscal year.
- 3) The member-at-large fee for members is \$50.00 payable between April 1st and June 30th for the succeeding fiscal year.
- 4) Chapters may set the amount of their local dues.
- 5) Dues paid after June 30th will incur a \$5.00 late fee payable at the same time as the dues are remitted.

Section IV: Chapter Assessment

- 1) The chapter assessment is \$50 and payable by June 30th for the succeeding fiscal year.

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 representative 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.
- 3) Provide oral or written summary reports (of information that can be shared) to the Executive Board, the Board of Governors, and the association following Board of Trustee 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

- 1) There shall be at least four scheduled Board of Governors meetings of DUNAA per year.
- 2) A minimum of twelve (12) active members shall constitute a quorum of DUNAA for the purpose of having a Board of Governors Meeting.

ARTICLE XIV: 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:

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

Table of Revisions and Approved Amendments

Revised:	May 14, 1983
Revised:	October 22, 1983
Revised:	August 2003
	Approved by the Executive Committee: October 2003
Ratified:	May 2005
Revised:	March, 2007
Amended:	Approved by Executive Committee February 25, 2010
Amended:	Approved November 2012
Amended:	Approved March 2019
Amended:	Approved November 2020

Revised: June 2023

