

BYLAWS



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**DELAWARE STATE UNIVERSITY
ALUMNI ASSOCIATION, INC.**

BYLAWS

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**Delaware State University Alumni association, Inc.
Bylaws**

**ARTICLE I
NAME**

This organization shall be known as the *Delaware State University Alumni Association, Inc.*, hereafter referred to as *the Association*.

**ARTICLE II
OBJECTIVES**

The objectives of the Association shall be to **aid Delaware State University in making and maintaining an excellent accredited university**, to assist in **forming, fostering, and carrying out programs of growth, development, expansion, and improvement for the university**; to **help students and ex-students** of the university; and to **unite all graduates and ex-students** in a strong organization **for their mutual educational, social and cultural well-being**.

**ARTICLE III
MEMBERS**

Section 1: There shall be the following classes of members:

- A. Class A Members (Regular)
- B. Class B Members (Associate)
- C. Life Members
- D. Members-At-Large
- E. Honorary

Section 2: Class A Members

Any person who received a degree from Delaware State University or who was in attendance for one or more years shall be eligible for Class A membership in the Association.

Section 3: Class B Members

- A. **Husbands, wives, parents of alumni members and Delaware State University faculty and staff members shall be eligible for Class B membership in the Association.**
- B. **Class B members shall have all the privileges of membership except those of proposing motions, voting at membership meetings and holding elective office.**

Section 4: Life Members

Class A and Class B members shall be eligible to be Life Members in the Association upon payment of Life Membership dues.

Section 5: Member-at-Large

A Member-at-Large is a Class A member or a Class B member who elects to affiliate with the Association at the National level only. 3

Section 6: Honorary Members

Honorary members shall be those individuals who have made noteworthy contributions to the Association and to Delaware State University.

- A. **Candidates for Honorary membership shall be recommended by an active alumni chapter, a financial Association member or the Executive Board of the Association.**
- B. **Honorary membership shall be approved by a majority vote at the National Convention.**
- C. **Honorary membership shall be conferred at the National Convention or at the Honorary Members Banquet.**
- D. **Honorary members shall have all the privileges of membership except proposing motions, voting and holding elective office.**
- E. **Honorary members shall not pay dues.**
- F. **Honorary members shall not be counted in the quorum.**

Section 7: Application for Membership

Applications for membership in the Association shall be submitted to the Director of Alumni Relations who shall validate applicant's eligibility for membership.

Section 8: Dues and Fees

The Association shall be financed by dues and fees from members and by appropriate contributions. Members of the Association shall pay both local and national dues on or before May 31 annually for the upcoming fiscal year beginning July 1. The fiscal year shall be July 1 to June 30.

- A. **National dues for Class A members shall be \$50.00 per year. Five dollars from dues for Class A members should be placed in the Legacy Scholarship Fund and \$5.00 shall be given to Delaware State University Foundation to increase alumni giving.**
- B. **National dues for Class B members shall be \$25.00 per year.**
- C. **Class A Life Membership dues shall be \$1,000 to be paid in full within three (3) years of initial payment.**
- D. **Class B Life Membership dues shall be \$500.00 to be paid in full within three (3) years of initial payment.**
- E. **Life Members shall pay local dues annually.**

- F. National dues for **Class A Members-at-Large** shall be **\$60.00** annually.
- G. National dues for **Class B Members-at-Large** shall be **\$30.00** annually.
- H. Honorary members shall not pay dues.

Section 9: Rights of Members.

- A. **Class A members** shall be **eligible to nominate candidates**, to **vote** and to **hold elective office** in the Association.
- B. Class A and Class B members shall be financial for the current fiscal year.
- C. **Class A and Class B members** shall be **eligible to attend membership meetings** and to **participate in deliberations**.
- D. **Class A and Class B members** shall be **eligible to serve on committees**.

ARTICLE IV **DIVISIONS**

Section 1: Chapters 4

The Association shall charter local alumni chapters consisting of ten or more Class A Members who reside in the same geographic area. **Section 2: Charter**

Ten or more Class A Members may apply to charter an alumni chapter of the Association.

- A. Each chapter shall adopt bylaws and standing rules provided they do not conflict with the Bylaws of and Standing Rules of the Association.
- B. Chapter Bylaws and Standing Rules shall be approved by the Executive Board of the Association.

Section 3: Chapter Assessment

- A. **Each chapter shall pay \$10.00** per member to the Association annually.
- B. This assessment shall be **paid within 30 days** from receipt of a member's dues.
- C. **Failure to pay the Chapter Assessment may result in revocation of the chapter's charter.**

Section 4: Regions

There shall be **eight (8) geographic regions**: *Northeast, Middle Atlantic, South Atlantic, Midwest, Southern, Mountain, Far west, and International.*

- A. In consultation with the **Regional Director** and the **presidents of the affected chapters**, the **Executive Board** shall **determine the boundaries** of each region.
- B. **Chapters** shall be **assigned to a region based on the geographic location** of the chapter.
- C. The **regions** shall **promote membership recruitment and retention** and **develop programs** that benefit the Association and Delaware State University.
- D. Chapters and individual members of the Association shall **submit to the Association a minimum of 15% of the net proceeds** from all fundraising activities within thirty (30) days of the affair.

ARTICLE V OFFICERS

Section 1: Elected Officers

The officers of the Association shall be **president, vice president, recording secretary, assistant secretary, treasurer, assistant treasurer, chaplain, two alumni representatives and chair of the nominating committee.**

Section 2: Term of Office

The **officers** shall be **elected** at the **National Convention** and shall hold office **for a two-year term** and until their successors are elected and duly installed.

- A. **No officer shall be eligible to serve more than two consecutive terms** in the same office.
- B. **No officer shall hold more than one office** at a time.

Section 3: Vacancy in Office

In the event of a vacancy in the office of president, the vice president shall serve as president for the remainder of the term. A vacancy in any other office shall be filled by the president with the approval of the Executive Board.

Section 4: Elections

- A. **All elections at the National Convention and Regional Conference shall be by ballot;**
- B. **The officers shall be elected by majority vote;**
- C. In the event of failure to elect any officer by majority vote, further balloting on that office shall continue until a majority vote has been attained. Mail ballots shall be counted with each balloting.
- D. **Class A members may be permitted to vote by mail** only on election of officers of the Association, provided that current financial Class A members **shall request a mail ballot 60 calendar days prior** to the National Convention or Regional Conference;
- E. **Mail ballots must be returned** to the Office of Alumni Affairs **five (5) calendar days prior to election.**
- F. The election shall take place under unfinished business, unless otherwise authorized by a 2/3 vote.

Section 5: Presidential Appointments

The president shall appoint an **administrative assistant, a historian, a parliamentarian and a sergeant-at-arms.**

ARTICLE VI DUTIES OF OFFICERS

The **officers shall perform the duties prescribed in the Bylaws and the current edition of *Robert's Rules of Order, Newly Revised*.** Failure to perform the duties of the office may result in removal from that office as prescribed in *Robert's Rules of Order, Newly Revised*.

Section 1: Elected Officers

- A. **President.** The President shall:
 - 1. Preside at the National Convention, the Executive Board and the Executive Committee meetings;
 - 2. Appoint the chairmen of the standing and special committees, except the Nominating Committee;

3. Be the liaison between the Association and the Board of Trustees and the President of the University;
4. Sign authorized orders on the treasury;
5. Make appointments to fill vacancies in offices as prescribed by these Bylaws,
6. Be the official spokesperson for the Association;
7. Be an ex-officio member of all committees except the Nominating Committee;
8. Be bonded for a sum equivalent to the net worth of the Association's treasury.

B. Vice President. The Vice President shall:

1. Assume and perform the duties of the President in the absence or at the request of the President;
2. Serve as chair of the Council of Regional Directors;
3. Train and coordinate the activities of the Regional Directors;
4. Oversee the duties of the Membership Committee.

C. Recording Secretary. The Recording Secretary shall:

1. Record and circulate the minutes of the Executive Committee, the Executive Board and the National Convention;
2. Maintain correspondence of the Association;
3. Give notice of meetings of the Association;
4. Notify members of their election or appointment to office;
5. Maintain a relationship with the Office of Alumni Relations;
6. Keep a file of all committee reports;
7. Keep the official membership roll;
8. Maintain record books in which the minutes, bylaws, special rules of order and standing rules are entered, with any amendments;
9. Prepare the agenda in concert with the President;
10. In the absence of the president and vice president, call the meeting to order and preside until the immediate election of a chairman pro tem.

D. Assistant Secretary. The Assistant Secretary shall:

1. In the absence of the Recording Secretary, perform the duties of the Recording Secretary;
2. In concert with the Office of Alumni Relations, prepare current editions of Association Bylaws;
3. Serve as a member of the Bylaws Committee.

E. Treasurer. The Treasurer shall:

1. Receive all monies from the Director of Alumni Relations and any other source;
2. Pay all bills authorized by the Association;
3. Sign all checks authorized by the Association;
4. Maintain financial records and present financial reports to the Association meetings;
5. Server as a member of the Finance Committee;
6. Be bonded for a sum equivalent to the net worth of the Association's treasury.

F. Assistant Treasurer. The Assistant Treasurer shall:

1. In the absence of the Treasurer, perform the duties of the Treasurer;
2. Serve as a member of the Finance Committee.

G. Chaplain. The Chaplain shall:

1. Perform spiritual ceremonies at the opening and closing of all Association meetings;
2. Chair the Necrology Committee; 3. Prepare the annual Necrology report.

H. **Regional Directors.** The Regional Directors shall:

1. Be appointed by the President in consultation with each chapter in the regions;
2. Coordinate the development of fundraising ideas and strategies of the chapters in the regions;
3. Promote programs and activities of Delaware State University;
4. Coordinate recruitment activities with the Director of Alumni Relations and the Director of Admissions;
5. Assist chapters in the implementation and conduct of the Association's National Projects;
6. In conjunction with the chapter presidents in the region, plan the annual conferences; 7. Enforce adherence to the Association Bylaws in the region;
8. Provide quarterly and annual reports.

Alumni Representatives. The Alumni Representatives shall:

1. Represent the Association at University activities;
2. Inform the student body of the Association and its activities;
3. Inform the Association of the interests and activities of the student body.

I. **Chairman of the Nominating Committee.** The Chairman of the Nominating Committee shall:

1. Convene the members of the Nominating Committee to prepare a slate for the National Convention;
2. Present the report of the Nominating Committee at the National Convention.

Section 2: Appointed Officers

A. **Administrative Assistant.** The Administrative Assistant shall serve at the pleasure of the President to screen calls and letters, schedule appointments, research issues and perform such other duties as assigned by the President.

B. **Historian.** The Historian shall:

1. Compile the history of the Association;
2. Keep a running account of significant activities of members and of the Association;
3. Prepare a report of the Association's activities as a part of the official history.

C. **Parliamentarian.** The Parliamentarian shall:

1. Advise the president and other officers, committee and members on matters of parliamentary procedure;
2. Serve as a member of the By-laws Committee.

D. **Sergeant-at-Arms.** The Sergeant-at-Arms shall assist in preserving order during Association meetings.

Section 3: Ex-Officio Members

Ex-officio members shall be the Immediate Past President and the Director of Alumni Relations.

A. **Immediate Past President.** The Immediate Past President shall be an ex-officio member of the Executive Board to serve as an advisor.

B. Director of Alumni Relations. The Director of Alumni Relations, an employee of Delaware State University, shall be an ex-officio member of the Executive Board of the Association. The Director of Alumni Relations shall:

1. Receive dues and other monies payable to the Association;
2. Maintain accurate records of all monies collected;
3. Transfer all monies with a copy of the records to the Treasurer;
4. Verify membership eligibility of all applicants;
5. Maintain an up-to-date membership list;
6. Mail membership cards and receipts to members;
7. Assist officers and committee chairmen in executing successful programs and projects;
8. Approve Association's petty cash expenditures;
9. Be bonded at the expense of the Association.

ARTICLE VII MEETINGS

Section 1: National Conventions

- A. Members of the Association shall assemble in National Convention annually.
- B. Quorum. One-third of the Class A members present at the National Convention shall constitute a quorum.

Section 2: Executive Board Meetings

The Executive Board shall meet quarterly—September, December, March and June and at the call of the President.

Section 3: Executive Committee Meetings

The Executive Committee shall meet monthly.

Section 4: Regional Conferences

Each Region shall hold its annual conference in December or July.

Section 5: Chapter Meetings

Each chapter shall hold a minimum of six (6) meetings per year as determined by the chapter Rules of Order.

Section 6: Special Meetings

- A. **Special meetings** of the Association **may be called by the President**, with concurrence with **one-third (1/3) of the members** of the Executive Board;
- B. **Twenty-five financial Class A members** of the Association, exclusive of the President, **may call a Special meeting**;
- C. The **call for a Special meeting** shall be **filed with the Recording Secretary**, who shall fix the time and place of the meeting and notify the membership ten (10) days prior to the date of the meeting. D. The call shall include the specific reason for the Special meeting.

Section 7: Electronic Meetings

- A. The **Executive Board, Executive Committee, Standing Committees and Special Committees** are **authorized to meet** by telephone conference or through other electronic communications media so long as all members may simultaneously hear and participate during the meeting.
- B. E-mail. All members of the meeting must be listed in the “to” part of the e-mail. All replies to e-mails should be to “all” so all participants receive the same information, i.e., minutes, agenda, committee reports, announcements, etc.

ARTICLE VIII **EXECUTIVE BOARD**

Section 1: The **Executive Board** shall be composed of the following officers, who shall have all rights and privileges afforded to his or her respective office:

A. Elected Officers

1. President
2. Vice President
3. Recording Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer
7. Chaplain
8. Regional Directors (8) – (Elected at Regional Conferences)
9. Alumni Representatives (2)
10. Nominating Committee Chairman
11. Immediate Past President, Ex-Officio
12. Director of Alumni Relations, Ex-Officio
13. Chapter Presidents

B. Appointed Officers

1. Administrative Assistant
2. Historian
3. Parliamentarian
4. Sergeant-at-Arms
5. Standing Committee Chairs (7)
 - b. Finance
 - c. Membership
 - d. Program
 - e. Fundraising
 - f. Scholarship
 - g. Bylaws
 - h. Council of Regional Directors

Section 2: The **Executive Board** shall have general supervision of the affairs of the Association between the National Conventions to:

- A. **Act on the mandates** of the Association as **presented at the National Convention**;
- B. **Plan the National Convention.** By presidential appointment, there shall be an executive secretary, a historian, a parliamentarian, a sergeant-at-arms and regional directors.

Section 3: The **Executive Board** shall meet quarterly—September, December, March and June—and at the call of the President.

Section 4: Executive Board Quorum. **One-third of the members of the Executive Board** shall constitute a **quorum** for the Executive Board meetings.

Section 5: Executive Committee. The Executive Committee shall be **composed of the President, Vice President, Recording Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer.**

Section 6: Executive Committee Quorum. **Two-thirds of the members of the Executive Committee** shall constitute a **quorum.**

Section 7: The **Executive Committee** shall **transact the business of the Association** between Executive Board meetings.

ARTICLE IX COMMITTEES

Section 1: Standing Committees. The **Nominating, Finance, Membership, Program, Fundraising, Scholarship, Bylaws, Council of Regional Directors** and **any other** such committee **approved by the Association** shall be the Standing Committees of the Association.

Section 2: All members of the Standing Committees, except the Nominating Committee, shall be appointed by the President to serve a two-year term.

A. Nominating Committee. The **Chairman of the Nominating Committee shall be elected at the National Convention in May.** One member of the Nominating Committee shall be elected at each Regional Conference. The Nominating Committee shall:

1. Select nominees to fill vacancies whose experience and qualities meet the needs of the Association;
2. Contact prospective nominees and obtain their consent to serve, if elected;
3. Prepare and submit a slate, which includes at least one nominee for each office and the reasons for the selection of the nominees;
4. Present the report at the National Convention.

B. Finance Committee. A **Finance Committee composed of the Treasurer, the Assistant Treasurer and three other members** who shall be **appointed** by the **President** to serve for a two-year term. It shall be the duty of the Finance Committee to:

1. Prepare a budget for the fiscal year;

2. Submit the budget for approval at the National Convention;
3. Submit amendments to the budget as needed for the fiscal year to the Executive Board at its September meeting;
4. Recommend programs and activities for investing the Association's funds;
5. Submit an annual report to the National Convention.

C. Membership Committee. The Membership Committee shall be composed of a chairman who reports to the Vice President and four other members appointed by the President for a two-year term. The Membership Committee shall:

1. Procure applications for membership;
2. Collect the annual dues from applicants;
3. Develop strategies and programs for increasing membership in the Association;
4. Maintain the official membership roll in concert with the Recording Secretary and the Director of Alumni Relations;
5. Submit an annual report to the National Convention.

D. Program Committee. A Program Committee composed of a chairman and four members shall be appointed by the President for a two-year term. The Program Committee shall:

1. Develop and coordinate national programs and projects for the Association;
2. Plan the annual program for the National Convention;
3. Submit its program plans to the Executive Board at its September meeting;
4. Submit an annual report to the National Convention.

E. Fundraising Committee. A Fundraising Committee composed of a chairman and four members shall be appointed by the President for a two-year term. The Fundraising Committee shall:

1. Plan and coordinate fundraising events to finance programs and activities of the Association;
2. Submit an annual report at the National Convention.

F. Scholarship Committee. A Scholarship Committee composed of a chairman and four members shall be appointed by the President to serve a two-year term. The Scholarship Committee shall:

1. Develop guidelines for the Legacy Scholarship Fund and other scholarships approved by the Association;
2. Assist local chapters in the implementation of the scholarship program;
3. Submit an annual report to the National Convention.

G. Bylaws Committee. The Bylaws Committee shall be composed of the Assistant Secretary, the Parliamentarian, a chairman and four members appointed by the President for a two-year term. The Bylaws Committee shall:

1. Give a thorough and critical review of the Bylaws to detect and eliminate inconsistencies and ambiguities;
2. Receive and review amendments submitted by Class A members, chapters, committees, and the Executive Board;
3. Revise or combine similar amendments;
4. Report its recommendations to the Class A members one month prior to the National Convention;
5. Present the recommendations to the National Convention for a 2/3 vote on the amendments.

H. Council of Regional Directors. The Council of Regional Directors shall be composed of the eight (8) Regional Directors and the Vice President who shall serve as Chairman. The Council of Regional Directors shall:

1. Develop standard operating procedures for the local chapters;
2. Develop strategies to increase local chapter membership;
3. Coordinate fundraising projects in conjunction with the Fundraising Committee;
4. Plan the annual Regional Conference;
5. Present regional report at the National Convention.

ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE XI AMENDMENTS

These Bylaws may be amended at the National Convention by a 2/3 vote of financial Class A members present and voting. Proposed amendments must be published to the membership at least 60 days prior to the National Convention.

POLICIES AND PROCEDURES/STANDING RULES

Administration of the Association

Policies and Procedures/Standing Rules include details related to the administration of the Association rather than parliamentary procedure. These rules require a majority vote to adopt; can be suspended for the duration of a meeting by a majority vote; can be amended at a meeting by a majority vote without previous notice and can be rescinded by a two-thirds vote without previous notice or by a majority vote with previous notice.

These Policies and Procedures/Standing Rules remain in effect until rescinded or amended.

A. PROCEDURE FOR TAKING A VOTE BY MAIL:

1. The Secretary, with assistance of the Treasurer and Director of Alumni Affairs, shall obtain an up-to date membership list;
2. With the ballot, include:
 - a. A place for the member's signature on the inner envelope;
 - b. Instructions on how to mark the ballot;
 - c. Directions on how to send back the ballot;

3. Include information about each candidate for office;
4. Send the ballot with two envelopes; the inner envelope for the member to insert the marked ballot;
5. The member signs the outside of the inner envelope, then places this envelope with the ballot in a mailing envelope with the names and address of the Director of alumni Affairs who is responsible for collecting the ballots;
6. Do not open the ballots until it is time for the tellers to count the vote.
7. Tellers open each outer envelope, check the signature on the inner envelope against the membership list to see that only one vote is cast per member;
8. Tellers open inner envelopes and put the folded ballots in a receptacle; 9. After all envelopes are opened, tellers count the ballots;
10. Record all votes on a tally sheet.

B. INSTALLATION OF OFFICERS

1. Installation of officers is the last order of business at the National Convention.
 2. The Judge of Elections, having certified the winners of each candidate for office, shall announce the names of each member elected for each office.
- C. Newly elected officers shall assemble in front and face the audience to receive instructions regarding the duties and responsibilities of their office and to take the *Oath of Office*, which shall be administered by the Judge of Elections.

OATH OF OFFICE

Inducting Officer: **Raise your right hand and repeat after me...** "I, (State your full name and office) do solemnly swear my sincere intent to serve the Delaware State University Alumni Association, Inc., in the office to which I have been herewith elected, conscientiously and loyalty to the best of my ability so help me God."

C. GUIDELINES FOR ELECTRONIC MEETINGS

1. Each conference meeting must be arranged at least 48 hours in advance of the call.
2. Each member shall seek recognition from the chair before beginning to speak.
3. Each member should identify himself prior to speaking.
4. Motions will be voted on by voice vote or by roll call vote or by general consent.
5. The minutes of the meeting shall be approved at the next in-person meeting, unless all members have received them prior to the meeting.
6. Have a start and stop time for the meeting.
7. Establish a quorum through roll call.
8. Minutes, agenda, and reports should be received by each member at least 24 hours prior to the meeting.
9. Action taken at electronic meetings must be ratified at the next in-person meeting.

D. SUGGESTIONS REGIONS BY STATE

1. NORTHEAST – NY, CT, MA, RI, ME, NH, VT
 2. MIDDLE ATLANTIC – PA, NJ, DE, MD, DC
 3. SOUTH ATLANTIC – VA, NC, SC, GA, FL
 4. MID-WEST – OH, WV, IN, IL, MI, WI, MO, KS, IA, MN
 5. SOUTHERN – MS, AL, LA, TX, AR, TN, OK, KY
 6. MOUNTAIN – SD, ND, NE, KS, WY, CO, NM, ID
 7. FARWEST – CA, OR, WA, NV, AZ, UT, HI, AK
- INTERNATIONAL