

**BY-LAWS OF
JACKSON STATE UNIVERSITY
HOUSTON AREA ALUMNI CHAPTER**

**ARTICLE I
NAME**

The name of this organization shall be the Jackson State University Houston Area Alumni Chapter (JSUHAAC).

**ARTICLE II
PURPOSE**

(1) To formally associate the alumni of Jackson State University into a legally based organization; so as (2) to provide financial and moral support to the university through its membership; and (3) to foster support and recognition for the university in the community.

**ARTICLE III
MEMBERSHIP**

Section 1. Classes of Memberships –Regular, Associate and Honorary

There shall be three classes of membership as defined below:

Regular Membership. Anyone upon whom the University has conferred a degree or anyone who has been a former student with 6 credit hours and who has paid his/her annual membership dues may become a regular member.

Associate Membership. Associate members shall consist of those persons who have not matriculated at the University, but desire to pay the appropriate annual dues and pledge their allegiance and support to Jackson State University. Associate members may vote, but cannot hold office.

Honorary Members. Honorary members shall consist of persons who did not attend the University but who have demonstrated financial and moral support of the University. In order to attain honorary membership status, an individual must be nominated and the award must be approved by the majority of the membership present and voting at a general meeting. An honorary member does not vote or hold office.

Section 2. Membership Dues

Membership dues are paid annually. A portion of the dues are directed to JSUNAA and a portion is retained at the chapter level.

Section 3. Membership Period

The membership period shall be July 1 – June 30 of each academic year.

ARTICLE IV OFFICERS

Section 1. Principal Officers

The principal elected officers of the chapter shall consist of the following:

President
First Vice President for Membership
Second Vice President for Student Recruitment
Recording and Correspondence Secretary
Financial Secretary
Treasurer

Section 2. Appointed Officers

The President appoints the following officers:

Parliamentarian
Chaplain
Director of Community Service
Director of Marketing and Public Relations
Director of Development

The President may appoint other officers as needed.

Section 3. Duties of Officers

1. The President shall:

- A. Preside at all chapter meetings and provide a written, proposed agenda prior to the meeting.
- B. Serve as an ex-officio member of all committees except the Nomination/Election Committee.

- C. Call special meetings, noting the time, location, and purpose and communicated to the appropriate audience no less than seven days of the meeting.
- D. Appoint Committee Chairs.
- E. Provide leadership in implementing goals. Annual written goals shall be submitted to the general body for approval by the first general meeting and reviewed at mid-year.
- F. Provide a written Annual Report at the end of each fiscal year.
- G. Direct communication to be sent to the committees and membership.
- H. Serve as the chapter's official representative and spokesperson.
- I. Be bonded.

2. The First Vice President for Membership shall:

- A. Preside in the absence of the President.
- B. Chair the Membership Committee.
- C. Serve as the membership liaison between the local chapter and the University.
- D. Compile and distribute an annual membership directory.
- E. Provide leadership over any membership-related activities.

3. The Second President for Student Recruitment shall:

- A. Preside in the absence of the President and First Vice President.
- B. Chair the Student Recruitment and Scholarship Committees.
- C. Serve as the recruitment liaison between the local chapter and the University.
- D. Develop a relationship with high school counselors/related staff.
- E. Serve as the chapter representative to HBCU councils/boards.
- F. Provide leadership over any student-related activities.

4. The Recording and Correspondence Secretary shall:

- A. Keep in permanent form, complete and accurate records of all meetings.
- B. Document all correspondence and announcements at meetings.
- C. Make available copies of all records to membership.
- D. Notify members of breaking news, upcoming meetings (including agenda), and events.
- E. Perform other duties as the President/Executive Committee may prescribe.

5. The Financial Secretary shall:

- A. Collect all monies due the chapter and keep an accurate record thereof.
- B. Transfer the monies to the treasurer within 48 hours, documenting the amount transferred. If the treasurer is unavailable to receive the monies, the monies must be transferred to the President for deposit within 48 hours.
- C. Present a written report at all regular meetings of all monies received during the previous meeting period.
- D. Present a written annual report, cumulative of all monies collected during the year.
- E. Serve on the Budget Committee.
- F. Be bonded.

6. The Treasurer shall:

- A. Deposit all monies received from the Financial Secretary within 48 hours, documenting the amount deposited. The bank statements verify deposit.
- B. Pay all bills pursuant the chapter.
- C. Present a written report at all regular meetings of all monies deposited, expenditures, and account balance(s) during the previous meeting period.
- D. Present a written annual report, cumulative of all deposits, expenditures, and account balances.
- E. Serve as the financial liaison between the local chapter and the University (Development Office).
- F. Develop, disseminate, and monitor an annual budget.
- G. Chair the Budget Committee.
- H. Be Bonded.

7. The Parliamentarian shall:

- A. Advise on procedures of business in accordance with the chapter by-laws and **Roberts' Rules of Order**, current edition.
- B. Interpret the body's rules and advise the presiding officer on the legislative process.
- C. Provide periodic training to the chapter.

8. The Chaplain shall:

- A. Provide opening and/or closing invocation.
- B. Provide other duties as requested by the President/Executive Committee.

9. The Director of Marketing and Public Relations shall:

- A. Submit periodic releases of the chapter's activities to local/social media, the University, and national alumni publications.
- B. Provide leadership to the chapter website.
- C. Provide oversight of a quarterly chapter newsletter.

10. The Director of Community Service shall:

- A. Coordinate and collaborate all community outreach efforts.
- B. Maintain a calendar of all community events
- C. Work collaboratively with the Director of Marketing and Public Relations to publicize community service events.
- D. Chair the Community Service Committee.

11. The Director of Development shall:

- A. Coordinate relationship building including identifying, cultivating, and soliciting potential donors.
- B. Develop and maintain partnerships for both immediate and long-term goals.
- C. Seek opportunities and generate alternative revenue resources.
- D. Provides leadership for all fundraising activities.
- E. Chair the Fundraising Committee

Section 4. Term of Officers

All officers shall serve a two-year term and shall be eligible for re-election to a second consecutive term. The term of office shall expire June 30 of the election year. Officers shall assume elected positions July 1 of the election year.

Section 5. Installation of Officers/Transition Meeting

Newly elected officers shall be installed prior to July 1 of the election year. The officers transition meeting must be held prior to the installation of officers.

Section 6. Financial Standing of Officers

Each officer shall be a regular member in good financial standing of the JSUHAAC and the Jackson State University National Alumni Association (JSUNAA).

Section 7. Removal of Officers

In the event any officer has not performed his/her duties accordingly or has engaged in inappropriate or illegal activities, the Executive Committee shall request a written resignation to be submitted by that officer. This request must be approved by a two-thirds majority of the Executive Committee and recommended to the general body for majority approval. The office automatically becomes vacant if a written resignation is not received 30 days after it is requested.

Section 8. Vacancies

In the event a vacancy shall occur in the Office of President by death, resignation, recall, or incapacity, the First Vice President for Membership shall assume the Office of the President for the un-expired term. The First Vice President for Membership shall assume the Office of President for the expired term and shall be eligible to be nominated and elected to the Office of President for the succeeding term.

The vacancy that has occurred in the Office of First Vice President for Membership is filled by a majority vote of the chapter.

If the First Vice President for Membership declines to accept the Office of President, the office is filled by a majority vote of the chapter.

In the event of a vacancy in any office other than the Office of President, an election is held to fill the position.

Section 9. Transfer of Officers' Records

In the event any officer vacates his/her position, he/she must transfer records to the person assuming the position or to the President within 30 days after vacating the office.

ARTICLE V COMMITTEES

All committees are subordinate to the Executive Committee and must submit in writing their annual plans to the general body.

Section 1. Types of Committees

The committees shall be Standing and Special.

Section 2. Standing Committees

The Standing Committees shall be the following:

Executive
Budget
Membership
Student Recruitment
Community Service
Development/Fundraising
Nomination/Election

The members of the Standing Committees serve a two-year term and may be appointed by the President or the Chairperson of each Standing Committee.

Section 3. Special Committees

Special Committees are those deemed necessary to carry out special projects or programs within a definite time period, at the end of which the committees will be dissolved. Such committees may be established only by a majority vote of the Executive Committee.

Section 4. The Executive Committee shall:

- A. Be composed of the elected and appointed officers and shall be chaired by the President who shall have the authority to carry forth only those plans, programs, or activities approved by the Executive Committee.
- B. Include Founders, Past Presidents and national officers who are ex-officio members of the Executive Committee and serve in an advisory capacity with no voting authority.

- C. Provide leadership in implementing goals.
- D. Require a quorum of four elected Executive Committee officers to conduct business or to have official discussion.
- E. Require regular attendance at meetings. Any officer who is unable to attend two consecutive Executive Committee regular meetings is required to submit a written report or make a statement regarding the reason for the absence.

Section 5. The Budget Committee shall:

- A. Be chaired by the Treasurer.
- B. Consist of a minimum of two other members who are appointed by the President.
- C. Develop (in conjunction with the President) a proposed annual budget to be approved by two-third of the Executive Committee and a simple majority of the general body present and voting.
- D. Present a written budget for approval prior to June 30th of each fiscal year.
- E. Provide oversight of the financial affairs of the Chapter, requiring any changes to the approved budget to be submitted to the Budget Committee for approval before submitting to the Executive Committee and the general body.
- F. Require quarterly reports of revenues, expenditures, and financial status of the Chapter from the treasurer for the periods ending September 30, December 31, March 31, and June 30. These reports shall be in writing and distributed to the general body.

Section 6. The Membership Committee shall:

- A. Plan activities to retain, recruit, and reclaim members.
- B. Provide staff at a Membership table at each meeting.
- C. Develop a membership application/form.
- D. Maintain, update and publish a membership directory.
- E. Provide name badges for members.
- F. Spotlight members in the newsletter.

Section 7- The Student Recruitment Committee shall:

- A. Participate in college fairs and other activities to recruit students.
- B. Plan an annual College Day trip to the University.

Section 8. The Community Service Committee shall:

- A. Coordinate and collaborate all community outreach efforts.
- B. Maintain a calendar of all community service events.

Section 9: The Development Committee shall:

- A. Develop relationship building including identifying, cultivating, and soliciting potential donors.
- B. Develop and maintain partnerships.
- C. Generate revenue through fundraising and other means.

Section 9. The Nomination and Election Committee shall:

- A. Consists of non-candidates for a principal office and must not campaign for those who are candidates.
- B. Develop written criteria for candidates seeking each office.
- C. Seek and select qualified candidates for a slate of officers.
- D. Prepare a ballot.
- E. Supervise the election process.
- F. Share election results within three days of voting.
- G. Ensure that all election procedures and activities are in accordance with the Constitution and by-laws.
- H. Address any challenges/infraction that must be reported within 48 hours of election results.

Section 10. The Fundraising Committee shall:

- A. Carry out the plans established under the leadership of the Director of Development.
- B. Seek funds from a variety of sources including matching gifts, underwriters and sponsorships, gift clubs, and donations.
- C. Publicize in writing the use of fundraising proceeds.

**ARTICLE VI
MEETINGS**

Section 1. Regular and Executive Meetings

- A. Regular meetings must be held a minimum of six times during the fiscal year, July 1 – June 30. Advance notice, including a proposed agenda, shall be given of all regular meetings.
- B. A quorum shall consist of 20% of financial members inclusive of a minimum of three officers to conduct business.
- C. An Executive Committee meeting must be held prior to a regular meeting.

Section 2. Special Meetings

- A. Special meetings may be held as needed and must contain only business stated as the purpose of the meeting. A seven-day written notice is required.
- B. Special meetings of the Executive Committee may be called by the President or three or more officers. Business regarding official action of the Executive Committee shall require a minimum of 51% of officers.
- C. Special meetings of the chapter may be called by the President or by a minimum of 30% of financial members inclusive of a minimum of three officers. Business regarding official action of the chapter shall require a two-third vote of members present and voting.

ARTICLE VII NOMINATIONS, ELECTIONS, AND VOTING

Section 1. Nominations

The nomination process shall consist of the following steps:

- A. Upon reviewing officer criteria, certifying qualifications, and seeking prior approval of potential candidates, the Nominations and Election Committee shall make its report to the Executive Committee prior to the March general meeting in odd-number years.
- B. The Nominations and Election Committee shall prepare a slate of officers to be presented at the March general meeting.
- C. Nominations may be generated from the floor; at which time, the Nominations and Election Committee verifies that the proposed candidate is eligible to run for office.
- D. Prior approval must be secured from absent candidates nominated from the floor.
- E. Only members in good financial standing shall be eligible to nominate candidates.

Section 2. Election/Voting

The Election process shall consist of the following steps:

- A. The Nominations and Election Committee shall prepare a ballot of eligible candidates immediately following the March general meeting.

- B. A two-week campaigning period is observed; after which the ballot is presented for voting in a manner approved by the body. Only members in good financial standing shall receive a ballot.
- C. The names of the new officers are announced at the April general meeting.
- D. Any challenges/infractions must be reported within 48 hours upon announcement of the election results.
- E. In the event of a tie, successive "Ballot" will be taken for the position in question until one of the nominees is elected.
- F. The nominee receiving the majority number of votes is elected to that office.

ARTICLE VIII CHAPTER SCHOLARSHIPS

Section 1. Student Population

Scholarships are awarded each year to students in the Greater Houston Area representing 13 counties (Austin, Bazorria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagoria, Montgomery, Walker, Waller, and Wharton) and to students residing in an area of Texas unserved by an alumni chapter.

Section 2 - Types of Scholarships

The chapter shall award two types of scholarships: general and book.

Section 3. Eligibility and Selection

1. General Scholarships

- A. General scholarship candidates shall be evaluated on the basis of academic standing, leadership, community service, and need. To be eligible for a general scholarship, candidates must submit an application, an official transcript, a letter of recommendation and a brief essay on career goals to the Scholarship Committee.
- B. The Scholarship Committee sends the students' scholarship information to the Office of Development at the University for selection, based on established chapter criteria. The University selects all general scholarship recipients.

- C. The amount of the general scholarship shall be recommended by the Scholarship Committee and approved by the chapter.
- D. Students requesting additional scholarships in subsequent years shall be evaluated on academic success at the University, leadership, and need. Students must submit a transcript, a letter of recommendations, and a 250-word typed essay explaining the need for the additional scholarship. The same selection process applies to students requesting additional scholarships.

2. Book Scholarships

- A. Book scholarships in the amount of \$250 shall be awarded each semester to students in the Greater Houston area.
- B. Student must request this scholarship in writing to the Scholarship Committee.
- C. The same selection process is followed for the Book scholarship.

Section 4. Priority and Restrictions

- A. Priority shall be given to local high school students working on behalf of the chapter.
- B. Not more than 50% of the annual designated scholarship funds shall be awarded to relatives of financial alumni during the fiscal year.
- C. No scholarships will be awarded to immediate families (birth, adoption, foster) of non-financial alumni.

ARTICLE IX DISSOLUTION

In the event of dissolution of the chapter, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, shall be surrendered to JSUNAA.

**ARTICLE X
PARLIAMENTARIAN AUTHORITY**

Roberts Rules of Order, Latest Edition shall govern all cases to which they are applicable in which they are not inconsistent with these by-laws.

**ARTICLE XI
AMENDING THE BY-LAWS**

The by-laws can be revised at a general meeting by a simple majority of those present and voting, provided that the proposed revisions were submitted at a prior meeting of the chapter. The revised By-Laws shall become effective immediately upon adjournment of the meeting in which the revision was ratified.

Date adopted: 1976

Dates amended: June 4, 2011; May,16, 2015; November 2, 2016;
February 9, 2019



President