



## **BYLAWS OF THE RICHMOND METRO CHAPTER VIRGINIA STATE UNIVERSITY ALUMNI ASSOCIATION**

### **PREAMBLE**

For the mutual benefit and encouragement of all graduates and former students, as a mutual expression of our gratitude to our alma mater, and that the cherished memories of our University be kept alive, we form ourselves into this Association.

### **ARTICLE I – NAME**

The name of this association shall be called the Richmond Metro Chapter of the Virginia State University Alumni Association (VSUAA) the "Chapter" or the "Association".

### **ARTICLE II – PURPOSE**

The purpose of the Richmond Metro Chapter of the VSUAA is to develop, maintain and support those activities and programs which promote, enhance, and assist Virginia State University (VSU), current students, the VSUAA Board of Directors and its members in accordance with all appropriate bylaws, rules and regulations pertaining to such programs and activities.

### **ARTICLE III -MEMBERSHIP**

**Section 1.** Membership is open to include those individuals who have enrolled in VSU or those individuals who have manifested an interest in advancing the goals of the Association.

**Section 2.** Members in this chapter shall consist of two classes: active and inactive.

Active membership includes:

- a) Any individual who attended VSU and is current in membership dues.
- b) Any individual who has not attended VSU but has been granted membership by the Richmond Metro Chapter and is current in membership dues. These persons shall also have the right to vote and hold an elected office.

Inactive membership includes:

Any individual who is not current in payment of dues and have no voting privileges.

**Section 3.** Only active members shall have voting privileges. Each active member shall have one (1) vote for the purpose of all Chapter proceedings.

### **ARTICLE IV -OFFICERS**

**Section 1.** The officers of the Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer and

Chaplain. A Parliamentarian and Historian may be appointed by the President, if needed. All officers shall be active members of the chapter and the National Alumni Association.

**Section 2.** The officers of the Chapter shall be nominated by the Nominating Committee and elected by a majority vote of the financially active membership of the Chapter present at the annual April meeting. The term of office shall be two (2) years commencing July 1 through June 30 of each even calendar year.

**Section 3.** The Executive Committee shall be composed of all officers, the immediate past president, and chairpersons of all committees and such alumni as designated by the Executive Committee. Seven (7) active members shall constitute a quorum, and each member shall have one (1) vote. The President shall be chairman of the Executive Committee. The Committee shall meet at least monthly to conduct the business of the Alumni Association and upon call by the chairperson. All actions of the Executive Committee shall be reported at the next regular scheduled meeting of the Richmond Metro Chapter. The Executive Committee shall review committee reports and act upon committee recommendations. The Executive Committee shall determine policy between official meetings and fill vacancies occurring in the offices of vice president, recording secretary, corresponding secretary, financial secretary, treasurer and chaplain.

## ARTICLE V. DUTIES OF OFFICERS

### Section 1. Duties

- a) The President shall:
  1. be the chief executive officer of the VSUAA and the official representative/spokesperson for the Association subject to the control and direction of the VSUAA and the Executive Committee
  2. have general supervision over the affairs and business of the Association, preside at all Association meetings and chair the Executive Committee.
  3. appoint all committee chairs and representative to serve on the National Alumni Association.
  4. submit required reports to the National Alumni Association highlighting accomplishments of the Association.
  5. sign and /or countersign all checks, contracts and official correspondence of the Chapter, and maintain liaison with the media, the University's Information Office, and the VSUAA Board of Directors.
  6. be a member ex-officio of all committees except the Nominating Committee.
- b) The Vice President shall perform the duties of the President in her/his absence and perform such duties as are assigned by the President.
- c) The Recording Secretary shall
  1. keep official minutes of all meetings of the Executive Committee and of the Association; and maintain the official files and active roster of all (currently paid) members.
  2. coordinate with the Treasurer on reports to be sent to the auditor and VSUAA Board of Directors

- d) The Corresponding Secretary shall
  - 1. produce, edit and distribute to all members (and others so designated by the Executive Committee) newsletters and other correspondence/written information so designated by the Executive Committee.
  - 2. serve in the absence of the Recording Secretary.
  - 3. maintain the Association's post office box.
- e) The Financial Secretary shall
  - 1. receive all monies, record such transactions and provide receipts. After such documentation is complete, transfer all funds to the Treasurer within 48 hours of collection for deposit.
  - 2. serve as chairperson of the Finance Committee which shall meet bi-monthly and after special events.
  - 3. serve in the absence of the Treasurer and make deposits within the allotted time frame.
  - 4. receive and keep on file a current copy of the membership data base.
- f) The Treasurer shall
  - 1. have general responsibility for the Association's funds and accounts, subject to the order of the Executive Committee.
  - 2. countersign all checks with the President and shall distribute financial reports to the Executive Committee and the Association at each meeting.
  - 3. assist in preparing the annual budget.
  - 4. serve as a member of the Finance and Budget Committee.
  - 5. be responsible for making bank deposits including any funds retrieved from the financial secretary within 48 hours of receiving such funds.
  - 6. keep, in concert, with the Secretary, an accurate roster of active members, and be responsible for forwarding to the VSUAA Board of Directors appropriate assessments, lists of paid members, and other such information required by the said Board and/or so designated by the Executive Committee. The Association's accounts shall be audited annually, by an independent auditor, and the Treasurer or designee shall submit a report of such audit to the Executive Committee for review and approval.
- g) The Chaplain shall conduct devotions at all Executive/Association meetings and other Association events.
- h) The Parliamentarian shall
  - 1. be appointed by the President
  - 2. advise and consult with the presiding officer on parliamentary matters in accordance with Robert's Rules of Order (Latest Edition).
- i) The Historian shall maintain an account of the Association's activities which will become a permanent part of the Association's official history.

## **ARTICLE VI -STANDING COMMITTEES**

Section 1. The Budget and Finance Committee shall be composed of the Financial Secretary, the Treasurer and up to three (3) members of the Association. The Financial Secretary shall serve as chairperson. The Budget and Finance Committee shall act as custodians of the Association funds and monitor the spending to be sure that the budget is being adhered to and funds are not expended without proper authority. This Committee will meet and report to the Executive Committee for all budgetary approval. Only the Executive Committee, voting in an official meeting, shall set and approve budgetary matters.

Section 2. The Scholarship Committee shall composed of five (5) members. The chair of this Committee will be appointed by the President. The committee shall meet at least quarterly and/or any other time so designated by the committee. The committee shall select the annual scholarship recipient(s) to include scholarship

criteria, school notification, candidate screening, selection and notification, and follow-up on all past recipients to verify continual eligibility for scholarship. The committee shall also review ad hoc requests for scholarship and/or financial aid, and present all recommendations and reports of activity to the Executive Committee for final approval.

Section 3. The Membership Committee shall compose of at least five (5) members. The chair of this committee will be appointed by the President. The membership chair will maintain an electric file of the data base of all financial members. The committee shall be responsible for developing and implementing strategies to increase and retain active membership within the Alumni Association. The committee shall meet at least quarterly and be responsible for reviewing participation levels (dues payment) of members, and make recommendations for reviewing participation levels (dues payment) of members, and develop a membership plan of action to recruit potential and inactive members, and report all activities to the Executive Committee.

Section 4. The Special Events/Program Committee shall be composed of a minimum of five (5) members. The chair of this committee will be the Vice President of the Association. The Committee will be responsible for recommending and planning activities for the Association and insuring the successful operation of various fund-raising/social functions to be conducted annually. The committee will be responsible for creating sub-committees for major functions, such as : Quarterly Socials and the Annual Orange & Blue Cookout.

Section 5. The Nominating Committee shall be consisted of three (3) members. Each member of the Nominating Committee shall be a member of the Richmond Metro Chapter VSUAA in good standing and cannot be nominated for office. The Committee shall elect its chair, and shall be responsible for developing a slate of candidates for the positions as an officer of the Richmond Metro Chapter VSUAA. Nominations for office will be taken from the floor at the April Richmond Metro Chapter meeting. A list of potential officers of the Richmond Metro Chapter VSUAA shall be submitted to the President no later than 30 days before the April meeting.

Section 6. The Corresponding Committee shall be chaired by the Corresponding Secretary and shall have at least three (3) members. This committee shall be responsible for creating and distributing all correspondence to be sent out to members of the Association. This may include, but not limited to: monthly meeting notices/letters/emails, website & fb inserts. This committee shall meet monthly or as appropriate to execute its task and shall report all activities to the Executive Committee. All communications must be approved by the President of the Association or designee prior to being made public.

Section 7. The Student Recruitment Committee shall be composed of at least five (5) members. This committee shall be responsible for contacts with area high school guidance counselors for the purpose of recruiting worthy students to attend VSU. This may include participating in College Fairs or other venues that expose high school students to VSU. This committee will coordinate activities with the Pre-Alumni Committee.

Section 8. The Pre-Alumni Committee serves as liaison for the Richmond Metro Chapter VSUAA and the VSU students from the Greater Richmond area (GRA), provide mentorships for students and their parents and coordinate activities between the Richmond Metro Chapter and the GPA students.

Section 9. The Fundraising Committee is charged to oversee the development needs of the Chapter and take on a leadership role for planning and coordinating revenue-generating projects.

Section 10. The Publicity & Communications Committee shall post chapter activities on face book, the chapter's website & other available resources. All communications must be approved by the President of the Association designee prior to being made public.

Section 11. No Committee shall be authorized to create any financial liability unless prior approval has been granted by the President and Executive Committee.

## **ARTICLE VII- MEETING TIME AND PLACE**

The Executive Committee shall meet the second Tuesday of each month or as designated by the President. The Association shall meet the third Tuesday of each month. All meetings are open to any member of the Association.

## **ARTICLE VIII-DUES/FISCAL YEAR**

Each member shall be assessed membership dues annually. The membership dues will be determined by the VSUAA Board of Director's Executive Committee subject to approval by the general membership of the said Board at the first meeting of the fiscal year from July 1 through June 30.

## **ARTICLE IX- QUORUM**

A quorum of all meetings of the Association shall be a simple majority of those certified to vote at such meeting.

## **ARTICLE X- PARLIAMENTARY AUTHORITY**

The most recent edition of Robert's Rules of Order shall be the authority governing all matters of procedure not otherwise provided in the Bylaws adopted by the Association.

## **ARTICLE XI-AMENDMENTS**

Amendments to the Bylaws may be proposed by a majority vote of the Executive Committee or upon recommendation from the Association at a regular or special meeting. A proposed amendment to the Bylaws shall be presented in writing to the Executive Committee. The text of each proposed amendment shall be published and sent to all members of the Association not less than thirty (30) days prior to the vote on the amendment(s). Bylaws may then be amended at a regular or special meeting by a majority vote of the members present and voting. Unless otherwise provided, all amendments shall take effect immediately upon adoption.

**Revised April 2016**