



**GREATER WASHINGTON, D.C.
AREA ALUMNI CHAPTER**



**BYLAWS
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PREAMBLE

We, the graduates and former students of **JACKSON STATE UNIVERSITY**, exist to preserve the memories of university life, and to provide a medium by which the interests of the University may be promoted, do ordain and establish these Bylaws.

ARTICLE I – NAME

The name of this Chapter shall be the **JACKSON STATE UNIVERSITY GREATER WASHINGTON, D.C. AREA ALUMNI CHAPTER INCORPORATED**; hereafter referenced as **GWDCJSU**.

ARTICLE II – PURPOSE

SECTION 1 To bring the Alumni of the Jackson State University together for said University, to perform and engage in such charitable activities and acts as may be provided for in By-Laws of this Chapter; to bind the alumni of the University into a united fellowship working together for the common purpose and advancement of the University. The By-Laws of this Chapter are consistent with the Charter, Constitution, and By-Laws of the Jackson State University National Alumni Association, Inc. (JSUNAA). To the extent any inconsistencies in our Chapter exist or occur between the By-Laws of this Chapter and that of the JSUNAA, the JSUNAA Constitution shall prevail.

ARTICLE III – MEMBERSHIP

SECTION 1 CLASSES of MEMBERSHIP: Regular, Associate, and Honorary.

SECTION 2 REGULAR MEMBERS: Anyone upon whom the University has conferred a degree in courses may become a regular member. In addition, such former students who have shown an interest in the University and its well-being may be regular members, although they have not received a degree. Members who have met all the financial requirements and have not violated any provisions of the By-Laws of the Chapter shall be considered in good standing.

SECTION 3 ASSOCIATE MEMBERS: Associate members shall consist of spouses and friends that are not graduates of Jackson State University (JSU) who desire to pledge allegiance and support to Jackson State University and who have paid annual membership dues.

SECTION 4 HONORARY MEMBERS: Such persons as have manifested a conspicuous interest in Jackson State University and the purpose of this Chapter may be elected to honorary membership by a majority vote of the membership.

SECTION 5 MEMBERSHIP DUES: There shall be assessed upon each regular member fees to the National Alumni Association and dues as set by the Chapter membership. Membership dues are to be recommended by the Executive Committee and voted on by majority vote of the Chapter. The membership shall set the cost of dues for the coming year at the May meeting of the current year. Effective date for the dues will be announced at the time of the vote, but not less than 60 days from

the day of the vote. To vote during Chapter elections, a member must obtain 'regular membership' status and meet all financial requirements.

ARTICLE IV – OFFICERS AND DUTIES

SECTION 1 The principal officers of the Chapter shall consist of:

- President
- Vice-President
- Secretary
- Assistant Secretary
- Treasurer

The appointed officers of the Chapter shall consist of:

- Parliamentarian-Historian
- Chaplain
- Sergeant-at-Arms
- All Committee Chairpersons

The ex-officio officers of the Chapter shall consist of:

- Immediate Past President

SECTION 2 Each officer shall be a regular member and in good financial standing with the Jackson State University Greater Washington, DC Area Alumni Chapter, Inc. and the Jackson State University National Alumni Association, Inc.

DUTIES OF OFFICERS

SECTION 3 The **President** shall preside at all meetings of the Executive Committee and meetings of the Chapter including special meetings and shall represent the Chapter when called upon by service and civic organizations or appoint a representative. The President may call special meetings as provided in the By-Laws, and may appoint such committees and committee chairpersons, as he or she deems necessary. The President shall countersign all Chapter disbursements from the Chapter treasury. The President shall be responsible for submitting National reports and perform all other duties as provided by the Chapter By-Laws and Roberts Rules of Order.

SECTION 4 The **Vice-president** shall act in the absence or at the request of the President and perform all duties of that office. The Vice- President shall work with the officers and the Chairpersons in stimulating and strengthening participation in the Chapter activities; and serve as a liaison between the Committee Chairpersons and the President. The Vice-President shall become the President and assume the responsibilities thereof, if the Office of President is vacated prior to the expiration of their term, and to perform other duties of the office as assigned by the President. The Vice President shall also be a designated signer in the absence of the President.

SECTION 5 The **Secretary** shall keep in permanent form complete and accurate records of all meetings of the Chapter, shall send, receive and present to the Chapter all correspondence, shall prepare the Chapter directory, and perform such other duties as the By-Laws of the Chapter may prescribe.

SECTION 6 The **Assistant Secretary** shall assume the duties of the Secretary in the event of the absence or at the request of the Secretary and perform all duties of that office.

SECTION 7 The **Treasurer** shall serve as chair of the Budget Committee and shall receive deposits, and account for all monies of the Chapter. The Treasurer shall present a written report to the Chapter monthly and the National Chapter annually or when requested by the Executive Committee or the President or most the members present at any regular meeting. The Treasurer shall promptly deposit all monies received in the Chapter's bank account within 1-week of receipt, countersign all checks drawn on the Chapter's account, and work with the President to ensure prudent management of financial resources.

SECTION 8 The **Parliamentarian-Historian** shall see that the Parliamentary rules are observed in all proceedings of the Chapter and perform such other duties as may be prescribed by the presiding officer.: *Robert's Rules of Order, Tenth Edition, Recently Revised Edition* shall be the guide for parliamentary procedures. *Roberts Rules of Order* shall govern in all cases; shall record, in the appropriate written and/or visual format, significant milestones of the Chapter as well as those of individual members.

SECTION 9 The **Chaplain** shall assist in the opening and closing of the Chapter meetings, represent the Chapter in religious matters, and set the spiritual tone of the meetings. It is also the duty of the Chaplain to install all new officers of the Chapter.

SECTION 10The **Sergeant-at-Arms** shall maintain order during all Chapter meetings and be responsible for order at all Chapter activities.

VACANCIES

SECTION 11 The **Office of the President** may be filled by a majority vote, if the President is unable to take the office.

SECTION 12 In the event a vacancy occurs in the Office of the President; the Vice President shall assume the Office of the President for the unexpired term and may seek the Office of President for the succeeding term. In the event of a vacancy in any office to which there is a designated assistant, the assistant shall assume the duties of the office for the unexpired term of the office and shall be eligible for nomination and election to the office for the succeeding term. In the event of a vacancy where there is not a designated assistant, the President, with the concurrence of the Executive Board, shall recommend a member of the chapter to fill the vacancy for the remainder of the unexpired term. Please note, when an officer fills an unexpired term, the officer can still hold the office for two additional terms, if elected.

SECTION 13 Principal Officers shall be elected for no more than two consecutive terms (four years). Principal Officers include the President, Vice President, Secretary, Assistant Secretary, and Treasurer.

ARTICLE V – BYLAWS AMENDMENTS

SECTION 1 These By-Laws may be amended at any official meeting of the Chapter by a two-thirds majority vote of the regular members' present if the proposed change was submitted at a previous official meeting.

ARTICLE VI – CHAPTER MEETINGS

SECTION 1 REGULAR MEETINGS: The Greater Washington DC chapter shall meet monthly from September – May at a time and place determined by the Executive Committee.

SECTION 2 QUORUM: A quorum of six (6) regular members in good standing shall constitute a quorum of the Chapter Meeting.

SECTION 3 ROBERTS RULE OF ORDER 11th Edition, Recently Revised Edition: ROBERTS RULE OF ORDER 11th Edition, Recently Revised Edition shall be applicable to all proceedings of the Chapter's meetings, annual, regular or special, except as otherwise provided herein, and except the Motion to Lay on the Table shall not be used unless a specified time is provided, and if such motion shall be debatable.

ARTICLE VII – ELECTIONS

SECTION 1 Election of Principal Officers: The officers shall be elected at the April meeting of the Chapter to serve for a two-year term. The officers will be installed at the May meeting and assume duties beginning on July 1 of that year. Such an election must be conducted in the manner prescribed in the Bylaws. The authority of each officer shall be defined in the Bylaws. Election will be held bi-annually on odd-numbered years. The appointed officers shall be selected no later than 30 days after installation of elected officers. An officer may be elected or appointed to no more than two (2) consecutive terms (4 years).

SECTION 2 Mode of Election: The election of officers of the Chapter shall be by BALLOT. The Nominations and Elections Committee Chairperson will announce the call for nominations at the January meeting.

SECTION 3 The membership of the Chapter shall receive the report of the Nominating Committee at the February meeting. Additional nominations may be taken from the floor at the March meeting and those that have been received via mail and/or email will be added to the ballot. The ballot will be developed and mailed and/or emailed to all regular members. The counting of votes will commence at the April meeting to include all ballots received at the Chapter mailbox the day of the meeting as well as ballots received electronically or via email on the day of the April meeting. The results will be reported at the culmination of the April meeting.

SECTION 4 The Nominations and Elections Committee shall consider the qualification of members to be nominated in terms of the offices or vacancies to be filled, including such persons as may be recommended to the Committee by members or by a member on his or her own behalf, and shall ascertain the willingness of nominees to serve, if elected.

SECTION 5 In the event of a tie, another successive “BALLOT” will be taken until one of the nominees is elected.

SECTION 6 The nominee receiving the highest number of votes is duly elected an officer.

SECTION 7 Newly elected officers shall be installed at the May meeting and will assume the duties of their respective offices as of July 1.

SECTION 8 ELIGIBILITY FOR VOTING: Only regular members in good financial standing with the local chapter shall be eligible to cast a ballot.

ARTICLE VIII – STANDING COMMITTEES

SECTION 1 The President shall appoint such standing committees as deemed advisable and such special committees as deemed necessary and they shall perform such duties as may be authorized by the President as appropriate in their creation.

The Standing Committees shall be the following:

The Executive Board
The Budget Committee
The Fundraising/Dinner Dance Committee
The Membership/Reclamation Committee
The Recruitment Committee
The Scholarship Committee
The Special Activities/Community Outreach Committee
The Publicity Committee
The Amenities Committee
The Internal Financial Assessment Committee
The Nominations and Elections Committee

SECTION 2 The Executive Board

- (a) The Executive Board shall consist of all principal and appointed officers, immediate past President, and committee chairpersons. The Executive Committee shall hold quarterly meetings in February, May, and November prior to the regular monthly meeting. The Executive Committee will meet in June to close all financial and operating activities for the current year and also prior to September (June-August) of the year to plan for the coming year. The President shall designate the hour and the place of the meeting.
- (b) The President may call special meetings of the Executive Board as may be required to conduct the business of the Chapter, if sufficient notice of the time and the place of the meeting are given to each member in advance of the meeting. The President shall call a meeting upon the request of a quorum of members. For the executive committee to conduct business and make official discussion, a quorum of three (3) members is required.
- (c) Discussion for official action of the Executive Board upon any question for consideration of such Committee shall require a majority vote of the quorum.

- (d) A member of the Executive Board who is unable to be present at three (3) consecutive regular meetings of the Chapter is required to state to the President the reason for the absence.

SECTION 3 The Budget Committee

- (a) The Budget Committee shall monitor and oversee the financial affairs of the chapter. The Treasurer of the chapter shall serve as chair of this committee. The other members of the committee shall be members of the chapter who do not hold a principal office. They shall be nominated by the President of the chapter and confirmed by the Executive Board.
- (b) The Budget Committee, in coordination with the President of the chapter, shall develop a proposed annual budget. This proposed budget shall be submitted to the Executive Board for approval at least two months before the beginning of each fiscal year. All officers and members of the chapter in positions of fiscal responsibility shall strictly adhere to the proposed budget. Any proposed changes in the approved budget must be first approved by the Budget Committee and then submitted to the Executive Board for approval.
- (c) The Budget Committee shall have the financial records of the Chapter reviewed no less frequent than every two (2) years and always after a change in the presidency and/or Treasurer of the Chapter.

SECTION 4 The Fundraising/Dinner Dance Committee

- (a) The Fundraising/Dinner Dance Committee is responsible for developing programs, devising strategies, and overseeing events that will generate revenue for the chapter. The Treasurer shall be a member of this committee.

SECTION 5 The Membership/Reclamation Committee

- (a) The Membership/Reclamation Committee is responsible for developing programs and strategies to increase alumni membership in the chapter and will assist/support the Recruitment Committee in student recruitment for the University.

SECTION 6 The Recruitment Committee

- (a) The Recruitment Committee attends area college fairs to advise and recruit students to Jackson State University. The committee works with the Office of Marketing and Recruitment at JSU to obtain materials for interested students and maintains recruitment materials for distribution. The committee transmits inquiries and completed information requests to the Office of Marketing and Recruitment and seeks a visible presence of JSU Alumni in the Metro-DC area.

SECTION 7 The Scholarship Committee

- (a) The Scholarship Committee works with the University to award annual scholarship to students attending Jackson State University. The committee ensures the criteria for the annual scholarship is current.

SECTION 8 The Special Activities/Community Outreach Committee

- (a) The Special Activities/Community Outreach Committee plans community service projects for the Chapter. The committee also assists with the Scholarship Fundraiser by taking tickets at the door and directing guests to seats, conducting intermission activities (awards, raffles, door prizes),

ensuring guests' needs are accommodated, selects venues and serves as hosts for Fall Founders' Day Social, Christmas Social and other special events, as requested.

SECTION 9 The Publicity Committee

(a) The Publicity Committee is responsible for the promotion of Chapter meetings and events. The committee shall also be responsible for disseminating information about any Alumni news or events to the members of the Chapter.

SECTION 10 The Amenities Committee

(a) The Amenities Committee provides appropriate expressions of concern or sympathy for members of the Chapter.

SECTION 11 The Internal Financial Assessment Committee

(a) The Internal Financial Assessment Committee performs an internal assessment of the records of the Treasurer no later than the end of the Treasurer's two-year term. The committee presents a report of findings and recommendations to the Chapter at the November meeting.

SECTION 12 The Nominations and Elections Committee

- (a) The Nominations and Elections Committee shall plan and supervise all activities related to the annual elections of the Chapter. The committee will include three (3) Members who are not principal officers of the Chapter. This committee must assure that all election procedures and activities are in accordance with the Constitution, By-Laws, and duly-approved procedures.
- (b) This Committee shall also be responsible for processing nominations from the general membership and producing a slate of nominees to be presented by ballot to the general membership for voting.
- (c) No person interested in running for an elective office in the Chapter shall serve on this committee during the nominations and election cycle, which begins in January and concludes with the announcement of the new officers in May.

SECTION 13 Members of the Standing Committees shall serve a two (2)-year term; per election cycle.

SECTION 14 Other Standing Committees may be established by a majority vote of the Executive Board at any regular or special meeting.

SECTION 15 Special Committees are those committees deemed necessary to carry out special projects or programs for the Executive Board or the President of the Chapter within a definite time. Such committees may be established only by a majority vote of the Executive Board.

ARTICLE IX – DISTRIBUTION OF CHAPTER FUNDS

SECTION 1 All proceeds of the Chapter will be disbursed for awarding of scholarships to qualified students and/or to an officially established scholarship fund at the University, and for the operating expenses of the Chapter and its official activities. In the event of dissolution of the Chapter, all assets remaining after outstanding Chapter obligations are liquidated will be assigned to the Jackson State University National Alumni Association, Inc.

ARTICLE X – GOOD STANDING

SECTION 1 Any member that has met all the financial requirements and has not violated any provisions of the By-Laws of the Chapter shall be considered in good standing.

ARTICLE XI – RATIFICATION

SECTION 1 These By-Laws shall be considered properly and duly ratified by the regular members present and voting at the meeting of the Jackson State University Greater Washington, D.C. Area Alumni Chapter Incorporated.

President

Date

Parliamentarian

Date