

**Henderson State University Alumni Association
Black Alumni Chapter
Bylaws**

Article I – Name

The name of the organization shall be the Henderson State University Alumni Association Black Alumni Chapter, hereinafter referred to as the Black Alumni Chapter (BAC).

Article II – Purpose

The purpose of the Black Alumni Chapter is to create a solid connection with minority alumni in an effort to create affinity and an avenue to give back to Alma Mater Henderson.

Article III – Membership

- A. All graduates of Henderson State University will be eligible for membership.
- B. Recent graduates will have dues waived for the first year after graduation.
- C. Memberships are for one year, January – December and are renewed annually upon the payment of the annual membership dues.
- D. The amount of annual dues shall be determined each year by the Black Alumni Chapter upon recommendation of the Officers.
- E. There will be two types of membership: General Members and Honorary Members.
 - i. General Membership shall be any former students and graduates of Henderson State University.
 - ii. Honorary Membership may be conferred on a person who renders or has distinguished service or valuable assistance to the Black Alumni, the community and/or Henderson State University. Any general member may submit names of candidates for Honorary Membership to the Board of Directors. This membership is perpetual unless rescinded by a two-thirds majority of general members present and voting at an Annual Business Meeting. Honorary members may attend meetings, debate and participate in planned functions and programs, and serve as committee volunteers. Honorary Members shall not be required to pay dues, may not make motions and may not vote.

Article IV – Officers

Section 1: Election of Officers

All Officers shall be elected by ballot of the voting general members. The candidate with a majority of votes cast will be declared the winner. Should there be no majority, the two candidates with the largest numbers of votes will be submitted to a subsequent vote.

Section 2: Officers and Duties

The Officers of the Chapter shall constitute the Executive Board of the Black Alumni Chapter. The Officers shall be the President, Vice-President, Secretary, and Treasurer with duties and responsibilities as described.

- A. The President shall
 - i. Preside at all meetings of the Black Alumni Chapter.
 - ii. Have general supervisory authority over the affairs of the BAC and perform such other duties as necessary.
 - iii. Serve as the official Black Alumni Chapter representative and report to the Henderson State University Alumni Association affairs of the Black Alumni Chapter.
 - iv. Shall have the power to appoint special committees that may be deemed necessary to conduct the business of the Chapter.
- B. The Vice President shall
 - i. Assume the duties of the President in the absence of that Officer.
 - ii. Chair the Program and Events Committee and chair the Annual Bylaws Review Committee.
- C. The Secretary shall
 - i. Record the proceedings of all Black Alumni Chapter meetings and maintain all records.
 - ii. Assume responsibility for all correspondence concerning the Black Alumni Chapter,
 - iii. File reports as required annually by the Henderson State University Alumni Chapter
 - iv. Chair the Publication/Communications Committee.
- D. The Treasurer shall
 - i. Set up and manage an account through the Henderson State University Foundation, which shall be at the disposal of the Black Alumni Chapter.
 - ii. Serve as the fund director and will have authority to receive, deposit, and request disbursement of funds utilizing said account and render a financial statement of funds at the Annual Business Meeting.

Section 3: Terms of Office

- A. The President, Vice President, Secretary and Treasurer shall serve a term of two years
- B. Terms commence on the first day of January following the Annual Business Meeting and election.
- C. If an officer is unable to complete his/her term, it will be at the President's discretion to either appoint or hold a special election for a replacement to fill the remaining term.

Article V – Board of Directors

Section 1: Duties and Responsibilities

By accepting this appointment, an individual agrees to fulfill the expectations and meet the responsibilities associated with Board membership. Board members are expected to:

- A. Support and advance the mission, vision, and interests of the University and the Chapter keeping alumni connected and thereby strengthening Henderson State University.
- B. Volunteer to serve during alumni sponsored events. All Board members are asked to contribute annually at a level appropriate to their capacity as donors. It is important for the BAC Board to set the example for all other alumni.
- C. Attend and participate in all scheduled Board meetings.
- D. Maintain confidentiality of University information.
- E. Become a positive and enthusiastic representative and spokesperson in their community for Henderson and the Chapter. This task may involve:
 - i. Promoting Henderson State University
 - ii. Recruiting students
 - iii. Serving as a mentor
 - iv. Encouraging alumni, prospective and current students, and their parents to attend events/activities both locally and on campus whenever possible.
- F. Assist the Office of Alumni in identifying, cultivating, and involving alumni in areas such as recruitment, volunteer leadership, financial support, and mentorship. Seek and encourage talented alumni for volunteer roles, alumni activities, and alumni awards.
- G. Be familiar with and attend programs and activities sponsored, organized, or coordinated by the Office of Alumni or on behalf of the Chapter.
- H. Share ideas for new initiatives, provide advice on alumni programs and activities, and accept leadership and participatory roles for the enhancement and development of Chapter programming.
- I. Encourage eligible students to apply for Alumni and Foundation Scholarships.

By fulfilling these expectations and responsibilities, Board members are entitled to the assurance that their time and talent will be effectively used.

Section 2: Number of Directors

The Board shall consist of at least nine (9) and no more than 21 members, as determined from time to time by the Board. All Directors shall have identical rights and responsibilities.

Section 3: Terms of Office

- D. Directors shall serve a term of two years
- E. Terms commence on the first day of January following the Annual Business Meeting and election.
- F. Directors shall serve staggered terms to balance continuity with new perspective.
- G. If a director is unable to complete his/her term, it will be at the President's discretion to either appoint or hold a special election for a replacement to fill the remaining term.

Article VI – Nominations and Elections

Section 1. Nominating Committee

The Officers shall annually appoint an active board member, not a candidate for office, to serve as Chairperson of the Nominating Committee. Other Nominating Committee members may participate on a voluntary basis.

At least two weeks in advance of the Annual Business Meeting, the Nominating Committee shall:

- A. Announce the slate of candidates through the Black Alumni electronic mailing list,
- B. Attend and oversee tally election votes and
- C. Report results at the Annual Business Meeting.

Section 2. Elections

- A. Voting for elected officers shall take place at the Annual Business Meeting.
- B. Eligible voters are those members which have paid membership by July 1 of the election year.
- C. Space shall be made available on the election ballot for write in votes.
- D. Absentee votes may be sent in at least two weeks prior to the Annual Business Meeting.
- E. Ballots shall be counted by members of the Nomination/Election Committee at the annual meeting.
- F. Election shall be by a majority vote.
- G. In the event of a tie, the Chairperson of the Nomination/Election Committee shall determine the elected.

Article VII – Committees

- A. Each committee shall plan and develop programs and activities as they pertain to their areas of concern. Each committee is responsible for the conduct of the programs and should report at the general membership meetings.

- i. **Programs and Events Committee:** It is the responsibility of the Programs and Events Committee to solicit volunteer assistance in planning, organizing, and hosting various alumni activities and special events throughout the year. The Vice-President shall chair the Program and Events Committee.
- ii. **Annual Bylaws Review Committee:** This committee is charged with maintaining the Chapter's governing regulations with input from the Board of Directors to meet the needs of the Chapter and the University. The by-laws must be reviewed once each year. The Vice-President shall chair the Annual Bylaws Review Committee.
- iii. **Publication/Communications Committee:** The committee is responsible for distributing information to members and for marketing and promoting all Chapter events and projects through local and university media. The Secretary shall chair the Publication/Communications Committee.
- iv. Special committees shall be appointed as needed by the president to serve for a special purpose for such a time as determined by the Chapter.

Article – VIII – Meetings

A. Black Alumni Chapter Board of Director Meetings

Four quarterly meetings of the Black Alumni Chapter shall be held during the year.

B. Officers' Meetings

Elected Officers (Executive Board) shall meet when deemed necessary. Meetings shall be open to the general membership and shall be communicated to the membership at least two weeks in advance. Electronic mail notification by using the Black Alumni electronic mailing list shall be considered a valid form of notification.

C. Special Meetings

Special meetings of the Black Alumni Chapter may be called at the discretion of the President. Special meetings may also be called by the general membership with a petition signed by at least 10 (ten) members. Call to these meetings shall be communicated to the general membership at least two weeks in advance. Electronic mail notification by using the Black Alumni electronic mailing list shall be considered a valid form of notification.

D. Annual Meeting of the General Membership

The annual business meeting date shall be set by the Board of Directors

Article VIII – Quorum Requirements

At all meetings, a majority vote of those General Members in attendance shall be required to adopt any resolution unless otherwise specified in these Bylaws.

Article IX – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Black Alumni Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any standing rules the Black Alumni Chapter may adopt.

Article X – Amendment of Bylaws

These Bylaws of the Henderson State University Black Alumni Chapter may be amended by a two-thirds vote of all members present at the Annual Business Meeting provided that the amendment(s) has been distributed in writing to members at least two weeks prior to the scheduled meeting.

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