

**Grambling University Alumni Association of Metropolitan Atlanta
CONSTITUTION & BYLAWS**

ARTICLE I NAME

The name of this organization shall be Grambling University Alumni Association of Metropolitan Atlanta (GUNAAMA).

ARTICLE II PURPOSE

The purposes of GUNAAMA shall be to:

1. Unite and promote fellowship among Grambling alumni.
2. Stimulate interest among young men and women to attend Grambling State University.
3. Provide financial assistance to Metropolitan Atlanta residents attending Grambling State University.
4. Promote better communication and closer relationships between the University and its graduates.
5. Encourage professional ethics and scholarship among alumni and students.
6. Solicit and encourage individual and corporate financial support to Grambling State University.
7. Sustain interest in the welfare of Grambling State University.
8. Inform the membership of current developments within the organization and the University.

ARTICLE III MEMBERSHIP AND VOTING

The membership of the GUNAAMA shall consist of all graduates, former students, parents of students, and friends of Grambling State University.

Section I: Types of Membership

- A. Regular Membership Anyone who attended or graduated from the University and pays membership as prescribed in the bylaws. This member is entitled to all privileges, rights, and publications of the Association.
- B. Associate Membership Anyone who has not attended the University and pays membership as prescribed in the bylaws. This member is entitled to all privileges, rights and publications of the National Association except the privilege to hold the office of President.
- C. Lifetime Membership Any alumnus or friend of the University can become a Life Member of the Association upon meeting the criteria as set forth in the bylaws.

Section II: Voting

- A. Proxy voting is permissible only by paid members of the local alumni chapter.

Section III: Eligibility

- A. The contributions and regulation of all classes of membership shall be prescribed in the bylaws.
- B. This association shall not operate in conflict with the constitution or bylaws of the national body of the Grambling University Alumni Association.

ARTICLE IV ORGANIZATION

Section I: Officers

- A. The elected officers of the GUNAAMA shall be President, Vice President, Recording Secretary, Correspondence Secretary, Treasurer, Financial Secretary, Parliamentarian, and Business Manager whose duties, responsibilities and authority shall be set forth by the bylaws.
- B. The appointed officers of the GUNAAMA shall be Historian, Chaplin, and Public Relations Coordinator. These officers shall be appointed by and serve at the discretion of the Chapter President.

Section II: Election of Officers

The officers of the GUNAAMA shall be elected at the regular meeting in November of odd-numbered years. The officers shall be elected for two years by a simple majority vote of the voting members present and absentee ballots. The term of office shall be effective at the December meeting in the same year and continue until the next election.

Section III: Eligibility

Only a bona fide member shall be eligible to hold office and shall have voting and all other participation privileges. A bona fide member is one who has satisfied all financial requirements both local and national and one who has attended meetings regularly with the exception of justifiable reasons (as determined by the Executive Board) for not being present.

Section IV: Nominations

Candidates for office shall be nominated by the Nominations Committee. Nominations may be made from the floor at the conclusion of the Nominations Committee report. Notice will be given in advance in the October meeting and in writing to all active members at least thirty (30) days prior to the election. Absentee ballots must be postmarked one (1) week prior to the November meeting. Any ballots received with a later postmark shall be deemed ineligible. All absentee ballots shall remain unopened until all ballots have been received from the present voting population.

Section V: Removal of Officers

- A. Any one or more officers of GUNAAMA may be removed by a two-thirds majority vote of the membership present and voting at any regular or special meeting. Reasons for removal are:
 - a. Malfeasance in Office.
 - b. Discredit to GUNAAMA.
 - c. Excessive absences.
 - d. Failure to maintain good financial standing.
- B. Reasons for removal must be presented to the GUNAAMA in writing at a regularly scheduled meeting. The reason(s) for removal will be voted on at the next scheduled meeting where both sides may present their case.

Section VI: Vacancy of Office

- In case of the office of the President becomes vacant through death, resignation or removal, the Vice President shall succeed to the office of President and serve out the unexpired term.
- If the Vice President chooses not to succeed to the office of President, there shall be a special election held within thirty (30) days to fill the vacancy of office of President.
- In case of vacancies in other offices, the President, with a two thirds approval from the Executive Board, shall be empowered to select a replacement for the unexpired term.

Section VII: Term of Office

The term of office of the President and other officers shall be two years. The President may not serve for longer than two consecutive terms. The terms of the other officers shall not be limited.

ARTICLE V MEETINGS

Chapter meetings are conducted on an as- needed basis to be determined by the Executive Board. Chapter meetings are where the general business of the Chapter shall be transacted as prescribed in the Bylaws.

ARTICLE VI COMMITTEES

The Bylaws shall provide for such committees as the association may consider necessary. The Bylaws may establish the number of members and tenure of all committees established by this constitution.

Section I: Bylaws

The association may at any regular meeting adopt or amend any Bylaws not in conflict with the provisions of this constitution and voting by a two thirds vote of the voting members present.

Section II: Resolutions

Legislation may be reenacted through resolutions not in conflict with the constitution or Bylaws at any regular meeting by a two thirds vote of the members present and voting, or by proxy, provided the legislation proposed is a temporary character effective only for the time specified in the resolution itself.

ARTICLE VII CHAPTER DISSOLUTION

If, for any reason, the Chapter shall disband or cease operations, all assets of the Chapter shall be donated to the Grambling University National Alumni Association.

ARTICLE VIII AMENDMENTS

This constitution may be amended at any meeting of the association by two thirds of the voting membership present and voting, provided that the amendment shall have been submitted in writing to the Correspondence Secretary of the association at least thirty (30) days before the association meets. The Correspondence Secretary shall distribute copies of the proposed amendment and the existing section(s) to be amended to all members of the association not later than fifteen days before the next meeting.

BYLAWS

ARTICLE I Membership

Section I: Membership

- A. Eligibility for membership, conditions and classes of membership are governed by Article III of the constitution of this association.
- B. The chapter is required to make an annual contribution to the Grambling University National Alumni Association in order to maintain our tax exempt status.
- C. The chapter is required to make a financial report of its income, holdings and expenditures to the National Alumni Association by September of the following fiscal year.
- D. The chapter is required to submit its membership roster of names (maiden) and address, year of graduation and telephone number of each member of its chapter.

Section II: Dues of Members

Annual dues shall be assessed for the purpose of continuing the programs of GUNAAMA. These dues shall be payable to Grambling University Alumni Association of Metropolitan Atlanta. The Executive Board shall be empowered to recommend changes in the due assessment for approval by the general membership. The effective date of the membership period shall be January 1 through December 31 of each year.

- A. The annual alumni dues for Regular membership shall be the current Local Assessment plus the current National Assessment.
- B. The annual alumni dues for Associate membership shall be the current National Assessment.
- C. Life Membership dues shall be as follows:
 1. Individual – Current payment fee assessed by National to be paid in full or by installments within 3 years. Regular membership dues must be paid each year until full-life membership dues are completely paid. Full-life members are assessed Local Assessment annually.
 2. Couples (Husband and Wife) - Current payment fee assessed by National to be paid in full or by installments within 3 years. Regular membership dues must be paid each year until full-life membership dues are completely paid. Full-life members are assessed Local Assessment annually.

ARTICLE II Elected Officers

Section I: Designation of Election

All elected officers shall serve a term of two years. Any officer may be removed with just cause upon affirmative vote of a majority of the membership as stated in Bylaws Article V, Section IV.

Section II: Duties of Officers – Elective

President

- a. Presides at all meetings of the Chapter and the Executive Board.
- b. Directs the activities of the Chapter.
- c. Open the meeting by taking the chair and calling the meeting to order.

- d. Obey all lawful order of the body, be thoroughly familiar with the Chapter's constitution and bylaws, the rules of parliamentary law and procedure, and the constitution of the Grambling University National Alumni Association.
- e. Serves as a liaison between the association and the national body.
- f. Signs letters and documents necessary to the will of the Chapter and approve publication in the name of the Chapter.
- g. Shall countersign all checks and vouchers as one of two required signatures. The others being the Vice President, Treasurer or Financial Secretary.
- h. Represents or appoint a representative to represent the Chapter in the business matters with the Association.
- i. Attend and make an annual report to the body of all activities at the Grambling University National Alumni Association Annual and Executive Board Meetings.
- j. Represents and speak for the Chapter to organizations and to the public.
- k. Calls a meeting whenever necessary.
- l. Appoints the Chairperson of each Standing Committee except where designated by the Bylaws.
- m. Appoints the Chaplin, Historian and Public Relations person from the membership.
- n. Acts as an ex-officio member of all committees except the Nominating Committee.
- o. Has the responsibility for seeing that all officers and committees function in their respective duties, and that all activities of all committees are coordinated.
- p. Takes action, with advice and approval of the Executive Board on matters which cannot be deferred until the next meeting.

Vice President

- a. Presides at all meetings in the absence of the president or if the position becomes vacant.
- b. Performs such duties as assigned by the President or the Executive Board.
- c. In the event of the resignation or death of the President, shall become President until after a special election has been held to replace the President.
- d. Serves as chairman of the program committee.
- e. Can countersign all checks and vouchers as one of two required signatures. The other being the Treasurer or the Financial Secretary.

Recording Secretary

- a. Takes careful and authentic notes of the proceeding of the meeting as a basis for preparing the minutes.
- b. Reads the minutes to the Chapter for correction and approval; enter any corrections approved by the members with the date of approval.
- c. Brings to the meeting the minute book, a copy of the Constitution and bylaws, a list of members, a list of committees and a copy of the parliamentary authority adopted by the Chapter.
- d. Searches the minutes for information requested by the officers or members.
- e. Assist the President in the preparation of the order of business to be considered at each meeting.
- f. Preserves all records, reports and official documents of the Chapter except those specifically assigned to the custody of other members or officers.
- g. Provides the chairperson of each special committee with a list of his or her committee members, a copy of the motion referring the subject to the committee and instructions and other documents that may be useful.
- h. Provides to each member of the Executive Board a copy of the minutes of the preceding meeting no later than ten days before the regularly scheduled Executive Board meeting.

Correspondence Secretary

- a. Is responsible for all incoming and outgoing correspondence of the Chapter.

- b. Reads all papers, documents or communications as directed by the presiding officer.
- c. Retrieves all mail from the Chapter P.O. Box and shall be responsible for ensuring that the fees to maintain the P.O. Box are honored.
- d. Perform those duties of the Chapter as directed by the President or the Executive Board.
- e. Maintains and up-to-date listing of active members.

Treasurer

- a. Has charge of all funds of the Chapter.
- b. Keeps an accurate financial record of all Disbursements and Deposits.
- c. Deposits all funds collected by the Financial Secretary for deposit in such banking institution as the membership shall authorize and the accounts shall be in the name of the Chapter.
- d. Shall render written monthly and annual reports, and a report at such other times as the Chapter may authorize.
- e. Prepares and submit a detailed financial report of the annual meeting of the Grambling University National Alumni Association.
- f. Serves as the Chair of the Finance Committee.
- g. Give a receipt of all monies received from the Financial Secretary.
- h. Presents to the Chapter a proposed budget for the annual operation of the Chapter as planned by the Finance Committee.

Financial Secretary

- a. Shall be responsible for the collection and accounting of all funds of the Chapter including the money from ticket sales.
- b. Issues receipts for all monies collected.
- c. Will work closely with the Business.
- d. Keeps an up-to-date listing of active members.
- e. Assist the Treasurer and shall, in the absence of the Treasurer, perform the duties of the Treasurer.
- f. Can countersign all checks and vouchers as one of the two required signatures. The other being the Treasurer, President or the Vice President.
- g. Is a member of the Finance and Fundraising Committees.

Business Manager

- a. Supervises and monitors all the business affairs of the Chapter including budgeting and fundraising.
- b. Distributes tickets and work closely with the Financial Secretary during the ticket sales.
- c. Serve as Chair of the Fundraising Committee if none is appointed by the President.
- d. Serve as financial liaison between Chapter and the Association and the Chapter's business interests.
- e. Shall certify all financial statements of the Chapter.

Parliamentarian

- a. Shall interpret the rules and regulations as prescribed in the Constitution and bylaws of the Chapter and the current edition of the Robert's Rules of Order.
- b. Serves as Chair of the Constitution and Bylaws Committee.

Section III Duties of Officers – Appointive

- Historian
- Public Relations Coordinator
- Chaplain

ARTICLE III Finance

- A. All income from dues, activities of the association and any other sources (with exception of monies raised from scholarship activities) shall be deposited in the general account of the association by the Treasurer.
- B. All income from Scholarship related activities and donations shall be deposited into the Scholarship account of the association by the Treasurer.
- C. The withdrawal and the disbursements of all funds shall be directed by the President as provided by this constitution. All bills shall be paid by check, signed by the Treasurer and the President. The Vice President or Financial Secretary may sign checks providing the second signature. All checks must be signed by two of the following four officers: President, Treasurer, Vice President or Financial Secretary. All disbursement requests must be accompanied by a check request approved by the Business Manager or Financial Secretary.

ARTICLE IV Committees

Section I Names

The following are the Standing Committees established by the Association. Committee Chairpersons shall be appointed by and shall serve at the discretion of the President except where designated by the Chapter's Constitution and Bylaws. A. Executive Board B. Finance Committee C. Nominations Committee D. Programs & Activities Committee E. Fundraising Committee F. Constitution/Bylaws Committee G. Membership Committee H. High School Relations & Scholarship Committee I. Public Relations Committee

The President, with approval of the Executive Board, may appoint other committees to meet the needs of the Chapter.

Section II Functions of the Committees/Committee Chairpersons

The Chairperson of each committee must submit a written report detailing the committee's status to the Executive Board at each Executive Board meeting. The Chairperson must also submit a report at all regularly scheduled meetings. Should the Chairperson not be available, a committee member or designee must submit the committee report. If no report is received, the Executive Board shall determine the usefulness of the committee.

- A. Executive Board – Chaired by the President, this committee composed of all elected officers of the Chapter, Chairpersons of Standing Committees and the immediate past President. The findings of this board shall be presented to the general membership for approval.

The Executive Board shall:

- Study the needs of the Chapter and make recommendations to the general body.
- Transact the business of the Chapter between Chapter meetings.
- Receive all committee reports and assume the duties of a committee when said committees fail to function.
- (in case of a vacated presidency) be empowered to call an emergency session for the purpose of electing from its member a President pro temp.

- B. Finance Committee – Chaired by the Business Manager, this committee shall be composed of no more than five (5) members appointed by the President and approved by the Executive Board. This committee shall have the responsibility for establishing an annual budget of the Chapter and to review needs for change in dues structure and other revenue sources for the Chapter.

- C. Nominations Committee – This committee shall be appointed by the President and is in charge of nominations for all elections and voting procedures. The Nominations Committee shall present the ballots at the October meeting to be voted upon in the November meeting. This Committee shall be composed of no more than five (5) members consisting of two (2) elected officers and three (3) non-office holding members. The Chairperson of the Nominations Committee shall be elected by its members. Members of the nominations committee are eligible to seek elective office while serving on this committee.
- D. Program & Activities Committee – Chaired by the ice President, this committee shall develop and plan calendar or proposed events and activities for the ensuring year for approval by the membership. The Program Committee coordinates programs and activities for each meeting. Such activities may include but are not limited to the annual Chapter gatherings, the SWAC Family Fest, and the Christmas Party.
- E. Fundraising Committee – Chaired by the Business Manager, this committee shall plan and execute annual events to support the financial obligations of the Chapter. The Fundraising Committee shall submit a written proposal of all activities as well as written reports of all disbursements and receipts. This committee shall be responsible for the Mardi Gras Ball.
- F. Constitution/Bylaws Committee – Chaired by the Parliamentarian, this committee shall have the responsibility of reviewing the Constitution and Bylaws of the Chapter to reflect the changing needs of the Chapter.
- G. Membership Committee – Shall have the responsibility for recruiting alumni for membership in the Chapter and shall initiate an active membership drive for the months of August, September and October. The membership chairperson shall issue membership cards upon payment of dues. Said cards having already been signed by the President. This committee contacts members by telephone to apprise members of meetings, special events and other information of importance to the Chapter.
- H. High School Relations & Scholarship Committee – Chaired by the President, this committee shall be responsible for the following activities:
- Working with University's Office of Admissions and Recruitment in coordinating recruitment programs in the Metropolitan Atlanta area.
 - Attending area high school College Day programs to represent Grambling State University.
 - Be familiar with and provide enrollment information to potential students. Shall determine the procedures for selection of scholarship recipients and shall be responsible for awarding all scholarship including High Ability Scholarships.
- I. Public Relations Committee – Chaired by the Public Relations Coordinator, this committee shall be responsible for but not limited to the following:
- Promoting the Chapter.
 - Contacting news media with information regarding the Chapter and Alumni achievements and Chapter activities.
 - Rendering appropriate courtesies and manifestations of sympathy.
 - Sending all newsworthy facts and pictures from Chapter meetings and events to the National Alumni office and
 - Submitting Chapter notes to the Offices of Alumni Affairs.

ARTICLE V Meetings

Section I Monthly Meetings

The monthly meeting of the Chapter shall be held as chapter designates each month.

Section II Special Meetings

Special meetings of the Chapter shall be called by the President when necessary by the President.

Section III Executive Board Meetings

The Executive Board shall meet on the first Saturday of each month and as deemed by the President.

Section IV Quorum

Approximately one tenth of the active membership shall constitute a quorum to transact the business of the Chapter. Of these persons, at least three (3) must be members of the Executive Board.

Five (5) members present of the Executive Board shall be required to conduct the business of the Executive Board.

Section V Representation at Meetings

Each financial member shall be entitled to one vote at scheduled monthly meeting and special called meetings.

ARTICLE VI Amendments

These laws may be amended according to the provisions of Article VI of the constitution