



PREAMBLE

We, the members of the **SOUTHERN UNIVERSITY ALUMNI LOS ANGELES CHAPTER**, do hereby agree to govern ourselves according to the following articles of this constitution in order to carry out the **aims** and fulfill the purposes for this organization. This constitution adopts the intent of the **NATIONAL SOUTHERN UNIVERSITY ALUMNI FEDERATION** and shall serve as a separate entity to govern the members of this chapter.

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

ARTICLE I

NAME AND TITLE

SECTION I The name of this organization shall be **SOUTHERN UNIVERSITY ALUMNI LOS ANGELES CHAPTER**.

ARTICLE II

PURPOSE

SECTION I The Purpose of this organization shall be as follows:

1. Encourage a friendly, collegial and supportive spirit among the Southern University Alumni.
2. Promote the goals of the University, primarily through leadership coordination and collaboration, student recruitment and sustainability of financial contributions (*Amended 5/15*)
3. Encourage a friendly and supportive membership spirit between the Los Angeles Alumni Chapter and SU National Alumni Federation, primarily through leadership coordination, contributions, and support of its elections, goals, and conferences.
4. Identify and recruit potential students for Southern University.
5. Maintain a working and supportive relationship with other alumni organizations.
6. Promote / support worthwhile community organizations and projects as approved by the general body (*Amended 5/15*)



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ARTICLE III

MEMBERSHIP

- SECTION I** The membership of this organization shall be open to:
- a. Regular
 - b. Associate I
 - c. Associate II
 - d. Honorary
 - e. Life
- SECTION II** **Regular** – Members who hold degrees, diplomas or certificates granted by any campus of the Southern University System.
- SECTION III** **Associate I** – Members who attended a campus in the Southern University System for at least one school session of nine months, or equivalent, but did not receive a degree, diploma or certificate from Southern University, or any other college or university.
- SECTION IV** **Associate II** – Members who attended any campus in the Southern University System for less than one school session of nine months, former staff member spouses, and adult members, or supporters that are 21 or older may be accepted in this section.
- SECTION V** **Honorary** – Members who have rendered exceptional or distinguished services to the alumni, or the university, and are approved for such membership by the Executive Board, or by the membership.
- SECTION VI** **Life Members** – Members who fulfill the requirements for the regular members and pay the fees prescribed in the bylaws of the National Alumni Federation.
- SECTION VII** **Chapter Life Member** - Members who fulfill the requirements for the regular membership and pays an additional \$250 annually (*Amended 5/15*).
- SECTION VIII** **Quorum** – A quorum shall consist of 5 financial members (*Amended 5/15*).
- SECTION IX** **Resignation of Membership** – A member who wishes to discontinue their membership should submit a written resignation to the Chapter President. Dues will not be reimbursed (*Amended 5/15*).
- SECTION X** **Termination of Membership** – A member can be terminated for due cause upon due process (*Amended 5/15*).

ARTICLE IV

OFFICERS AND TERMS OF OFFICE

- SECTION I** The Executive Officers of this organization shall be President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Chaplain, Social Media Coordinator and Historian. (*Amended 5/15*).



- SECTION II** All officers shall be financial members with the local Chapter and the Federation.
- SECTION III** All elected officers shall serve a term of two years and may be reelected for one additional two year term.
- SECTION IV** Vacancies in the elected offices, except that of the President, ~~occurring during the year, and prior to the elections,~~ shall be filled by the President, ~~with the advice and the consent of the~~ Executive Board. Vacancy in the office of the President shall be filled by the elevation of the officer immediately below the vacated office. An office shall be considered vacant if one of the following occur:
1. Upon the Presidents receipt of the incumbent's written resignation (thirty days before the next regular meeting).
 2. Upon removal by a majority vote of the Executive Board due to incumbent's failure or inability to execute the duties of the office as stated in the Constitution.
 3. Upon the third consecutive absence from regular meetings, Executive Board Meetings without consent from the President and the Executive Board.
- SECTION V** Removal of an elected officer in the event the officers fail to perform duties as stated ~~in the bylaws a vote shall take place by the general body.~~ Majority vote by the financial membership present (*Amended 5/15*)
- SECTION VI** ~~Associate Members II may not hold offices~~ (*Amended 5/15*).

ARTICLE V

DUTIES OF THE OFFICERS

- SECTION I** **THE EXECUTIVE BOARD** shall:
~~Re-Vote~~



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1. Consist of elected officers and the immediate past president and the chairs of standing committees
2. To act in emergencies (5/15)
3. Review and approve the yearly budget forecasts, and audits.
4. Serve as the vision – forming body of the organization to ensure that activities are consistent with the stated goals, constitution and bylaws
5. Assist in the selection and appointments of committee chairpersons.
6. Aid officers and committee chairpersons, as needed, in the formation and execution of their plans. (Amended 5/15)
7. Review all proposals and procedures established by Standing Committees. (Amended 5/15)
8. Review newsletters and website contents and revisions. (Amended 5/15)

SECTION II THE PRESIDENT shall:

1. Preside, impartially, over all meetings of the chapter and Executive Board and shall be an ex-officio member of all committees except the Nominating Committee and the Audit Committee (Amended 5/15)
1. Appoint special committees, as required.
2. Appoint Committee Chairpersons
3. Provide leadership for all activities of the chapter
4. Communicate local alumni, national alumni and university news and issues.
5. ~~Perform other duties as may be required by the members.~~

SECTION III THE VICE-PRESIDENT shall:

1. Assume the duties of the President during his/her absence.
2. Chair of Hospitality
3. Initiate and review the annual calendar of events.
4. ~~Provide monthly inputs for newsletter and website updates.~~
5. ~~Perform other duties as may be required by the members.~~

SECTION IV THE RECORDING SECRETARY shall:



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1. Record, disseminate and keep minutes of each meeting of the chapter.
2. Prepare and maintain the official record of all motions and amendments.
3. Keep the official event schedules from all officers and committees, including Executive Board.
4. Shall Keep a register of all financial and non-financial members (Amended 5/15)
5. Provide monthly reports at regular and Executive Board Meetings.
6. ~~Prepare monthly inputs for the newsletter and website.~~
7. ~~Perform other duties required by the Executive Board and members as they pertain to this office.~~

SECTION V THE CORRESPONDING SECRETARY shall:

1. Receive and distribute external communications, as required.
2. Maintain an accurate roster of members and mailing addresses.
3. Shall attend to all official correspondence and communications by maintaining a record and reporting such to members.
4. Shall send out notices of all regular meetings of the general body, on the order of the President.
5. Provide monthly reports at the regular and Executive Board meetings
6. ~~Prepare monthly inputs for the newsletter and website.~~
7. ~~Perform other duties required by the Executive Board and members as they pertain to this office.~~

SECTION VI THE FINANCIAL SECRETARY shall:

1. Prepare and maintain the official record of all assessments, dues, receipts, etc. of funds collected by the Chapter.
2. Prepare and maintain the official record of the financial members.
3. Keep the official financial proposals and projections for each event from all officers and committees, including the Executive Board
4. Provide monthly reports at regular and Executive Board meetings.
5. Serve as a member of the Finance Committee
6. ~~Prepare monthly inputs for the newsletter and website.~~



SECTION VII THE TREASURER shall:

1. Prepare an accurate account of all funds handled by the chapter.
2. Deposit and maintain the official record of all funds in a bank or depository approved by the Chapter
3. Disburse funds to officers and chairpersons approved by the President, Financial Secretary, or Executive Board.
4. Assist the President with the implementation of the funding details of his/her duties, as required.
5. ~~Provide monthly reports at regular and Executive Board meetings.~~
6. ~~Prepare monthly inputs for the newsletter and website.~~

SECTION VIII THE PARLIAMENTARIAN shall:

1. Serve as the authority on proper procedures for conducting chapter meetings.
2. Utilize Robert's Rules of Order as the governing source.
3. Assist the President with the implementation of the details when conducting meetings, as required.



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- ~~4. Perform other duties required by the Executive Board and members as they pertain to this office.~~

SECTION IX THE CHAPLAIN shall:

1. Give spiritual guidance to the Chapter
2. Be mindful and respectful of the diversification of denominations when rendering spiritual guidance and directions.
- ~~3. Perform other duties required by the Executive Board and members as they pertain to this office.~~

SECTION X THE COORDINATOR OF PUBLIC RELATIONS shall:

1. Promote the prestige of Southern University and this chapter.
2. Publicize in the media and promote all activities, events, and projects of this Chapter, and solicit donations and support.
3. Assist the Corresponding Secretary with monthly mailings.
- ~~4. Perform other duties required by the Executive Board and members as they pertain to this office.~~

SECTION XI THE HISTORIAN shall:

1. Be the custodian of all historical records of the Chapter.
2. Keep historical writings and pictorials of all activities of the Chapter.
3. Keep historical records of motions, amendments and action items.
- ~~4. Perform other duties required by the Executive Board and members as they pertain to this office.~~

ARTICLE VI

DUTIES OF STANDING COMMITTEES

SECTION I 1.0 THE PROGRAM COMMITTEE shall:

1. Plan and implement an annual calendar of activities for the chapter.
2. Manage the Chapters Information Systems
 - a. Solicit, obtain, negotiate and coordinate contracts.
 - b. Coordinate information links for the website,
 - c. Coordinate ads for the newsletter, alumni directory and website.
3. Prepare a schedule and budget forecast to support above.

2.0 The SOCIAL MEDIA COMMITTEE shall:



3.0 THE FINANCE COMMITTEE shall:

1. Coordinate with others and provide the Chapter's annual budget for the year.
2. Align policies and procedures with National Federation Finance Policy and Procedures
3. Develop and supervise policies and guidelines to govern all financial matters of the Chapter.
4. Establish dues and assessments to present to the Executive Board for approval, when required.
5. Initiate and coordinate yearly budget audits of fundraisers.
6. Prepare annual financial performance records.

~~3.0~~ THE MEMBERSHIP COMMITTEE shall:

1. Develop an ongoing plan to recruit financial members.
2. Maintain a supply of membership applications / materials.
3. Maintain an accurate roster of financial and potential financial members.
4. Prepare and maintain an Alumni Directory.
5. Establish an annual goal and plan annual ~~fundraising~~ membership recognition and recruiting activity, such as a Jazz Brunch.
6. Prepare monthly inputs to the newsletter and website.
7. Prepare annual (monthly / yearly) activity schedules and budgets.

4.0 THE COLLEGE RECRUITING COMMITTEE shall:

1. Serve as the Chapter's liaison ~~at~~ local college fairs and encourage students to attend Southern University.
2. Maintain supplies of applications and other Southern University materials to distribute locally.
3. Establish a speaker's bureau of alumni members to assist with speaking requests and to encourage students to attend Southern University.
4. Schedule annual activities to allow students currently attending Southern to interface with local alumni members, such as semester break mixers and picnics.



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5. Prepare annual (monthly / yearly) recruiting and activity schedule and budget forecast
6. Prepare monthly inputs to the newsletter and website

6.0 THE SCHOLARSHIP COMMITTEE shall:

1. Maintain and implement guidelines and procedures for selecting students as scholarship recipients.
2. Interface with the Recruiting Committee and present an annual report to the Executive Board and general membership with the names, number of recipients, and amount needed for each scholarship.
3. Coordinate approved information with student, parent and Southern University and send scholarship funds as required.
4. Establish and maintain a mentoring program, adopt-a-student, and support program utilizing Chapter members to support students attending Southern University.
5. Implement an annual fundraisings Scholarship ~~gala~~ awards recognition activity for high school recipients, students currently attending Southern, and Chapter members.
6. Prepare annual (monthly / yearly) scholarship and activity schedule and budget forecast.
7. Prepare monthly inputs to the newsletter and website.

6.0 THE HOSPITALITY COMMITTEE shall:

1. Consist of individuals with social skills who can represent the Chapter with friendship for alumni members, friends and guest.
2. Support monthly meetings with refreshments, snacks and music, as required.
3. Welcome, greet and introduce new members, friends, and visitors and provide them with comfort, as required.
4. Support all fundraising activities with seating, directions, raffles, and door prizes.
5. Plan and implement regular entertaining ~~fun~~ activities, card parties, and the annual Mardi Gras Dance for alumni enjoyment.
6. Prepare annual (monthly / yearly) hospitality activity schedule and budget forecast.
7. Prepare monthly inputs to the newsletter and website.



7.0 THE SUNSHINE COMMITTEE shall:

1. Consist of individuals with social skills that represent the Chapter at marriages, births, birthdays, illness and funerals.
2. Report major issues that affect individual members such as loss of job, divorce, accidents, leave of absences, etc...
3. Report major individual accomplishments
4. Provide cards, letters, resolutions, plaques, gifts, etc. to indicate Chapter recognition
5. Provide annual budget forecast and schedule of birthday cards and gifts.
6. Prepare monthly inputs to the newsletter and website

8.0 THE HUMAN JUKBOX COMMITTEE shall: *(Amended 5/15)*

9.0 FOUNDERS' DAY COMMITTEE

It shall be the responsibility of the Founder's Day Committee to secure a location in March for members to worship and a second location to fellowship together *(Amended 5/15)*

ARTICE VII

ELECTIONS – THE NOMINATING COMMITTEE

SECTION I In April, a Nominating Committee, appointed by the president, shall solicit financial members to volunteer and/or recommend other financial members to become officer candidates for the ensuing year's election. The Committee shall submit the slate of candidates at the regular May meeting; Additional candidates may be taken from the floor. Afterwards, the ballot shall be approved by the general body for release to the financial voting members. Voting may be done by U.S. Mail and E-mail with the successful candidates being announced at the June Meeting. All ballots will be due prior to the opening of the June meeting. No duplicate ballots will be issued *(Amended 5/15)*

SECTION II. Nominees shall consist of current financial members *(Amended 5/15)*

SECTION III Responsibilities of Outgoing Officers shall turn over records to the new officers by June 30th *(Amended 5/15)*.

SECTION IV Notification to the National Southern University Alumni Federation shall be sent no later than June 30th.



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ARTICLE VIII

MEETING

SECTION I.

Regular meetings shall be held monthly on a day and time decided by the executive board each fiscal year, with approval of the general membership
(Amended 5/15)

SECTION II. The president shall be empowered to call special meetings.

ARTICLE IX

DUES AND FINANCIAL RESPONSIBILITY VOTE REQUIRED

SECTION I.

Dues and assessments shall be determined by the Finance Committee and Recommended to the Executive Board for approval by the general membership.

1. If the organization has expended monies on members in the process of collecting outstanding debts, the amount of such expenditures shall be added to the members' debt (Amended 5/15)
2. The fiscal year shall always align with the National Southern University Alumni Federation and dues are paid according to each fiscal year (Jul 1 – June 30)
3. Expenses incurred must be submitted with a voucher to the Treasurer, prior to the end of the fiscal year in which they were incurred (June 30), to be eligible for reimbursement (Amended 5/15)

**ARTICLE X
AFFILIATION**

SECTION I

The Southern University Alumni Los Angeles Chapter is an affiliate chapter of the Southern University Alumni Federation

**ARTICLE XI
POLICIES AND PROCEDURES**

SECTION I

The chapter shall institute and maintain policies that are approved by the executive board and general body ~~around the following chapter activities:~~
(Amended 5/15)

**ARTICLE XII
DISSOLUTION**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose



Financial Policies and Procedures *(Amended 5/15)*

Scholarship and Standards *(Amended 5/15)*