

**HARRIS-STOWE STATE UNIVERSITY ALUMNI ASSOCIATION  
REVISED BYLAWS: March 9, 2011 APPROVED: March 13, 2011**

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**ARTICLE I: MISSION**

1.01 NAME: The name of the organization shall be Harris-Stowe State University Alumni Association, hereafter referred to as the Alumni Association.

1.02 MISSION: The Alumni Association will award scholarships to deserving students and provide financial and physical assistance to support activities for the development of the university.

**ARTICLE II: AUTHORITY AND OFFICES**

2.01 AUTHORITY: The Alumni Association is established as a tax exempt organization under Section 501(c) (3) of the Internal Revenue Code in accordance with the letter of determination reissued in July 1984, Federal Identification Number 43-1325705.

2.02 LOCATION: The principal office and location shall be 3026 Laclede Avenue, St. Louis, Missouri 63103.

**ARTICLE III: MEMBERSHIP AND DUES**

3.01 MEMBERSHIP ELIGIBILITY AND STATUS:

Any person who has attended and /or graduated from Harris Stowe State University or any of its predecessor institutions shall be granted membership in the Association upon the payment of the annual dues. Any faculty member of Harris –Stowe State University

or any of its predecessor institutions shall be eligible for membership upon payment of annual dues. Any persons having attended class (es) at Harris-Stowe State or any of its predecessor institutions and is no longer enrolled in any of the same institutions shall be eligible for membership in the Association upon payment of annual dues.

Any person having allegiance to Harris-Stowe State University or any of its predecessor institutions shall be eligible for membership as a Friend, upon payment of annual dues.

Upon the payment of dues, the rights and privileges of voting and holding office are restricted to the specified categories of members listed; graduates, faculty members, attendees of Harris-Stowe State University or any of its predecessor institutions. Excluded is the category Friend.

**3.02 DUES OF THE ALUMNI ASSOCIATION:** All graduates of Harris-Stowe State University shall be granted membership at no charge for the fiscal year following their graduation. After this period, the graduate will be required to pay regular membership dues as outlined in the Bylaws.

The Membership Committee of the HSSU Alumni Association shall make recommendation for any change in dues to the Board of Directors (hereafter to be referred to as the Board). Following a majority vote of the Board, the proposed dues structure will be recommended for action and approval by the general membership of the Association at the next regularly scheduled general membership meeting following proper notification.

The new dues structure becomes effective for the new fiscal year, except for those who have previously paid a Lifetime Membership. At the discretion of the board, the subject of providing a lifetime membership option may be considered for possible action. A lifetime membership once granted and paid may not be cancelled.

**3.03 FISCAL YEAR:** The fiscal year for the Alumni Association shall be set by the Board and the fiscal year is currently determined to be from June 1 through May 31 of each year.

#### **ARTICLE IV: BOARD OF DIRECTORS**

**4.01 BOARD OF DIRECTORS:** The Board of Directors shall consist of 15 members (including elected officers), all of whom shall be voting members.

**4.02 EX-OFFICIO MEMBERS OF THE BOARD OF DIRECTORS:** Ex-Officio members of the Board of Directors shall be all past presidents. All Ex-Officio members shall be voting members of the Board.

4.03 NOMINATING COMMITTEE: The Nominating Committee shall be composed of at least five members of the HSSU Alumni Association, who shall be elected to serve a two year term. Their duty is to present a slate of candidates for office to serve as members of the Board of Directors and Officers (whose terms have expired), including those to serve on the following Nominating Committee. This slate is to be presented to the general membership in April, to be voted upon at the May general meeting and installed at the June meeting.

4.04 RESIGNATIONS: A written resignation by an Officer or Board member shall be addressed to the Alumni Association. At the next Board meeting immediately after the receipt of the letter, the vacancy will be announced.

4.05 VACANCIES:  
A. The President of the Alumni Association shall recommend appointments to fill unexpired terms, subject to the approval by the Board  
B. The recommendation is to be ratified at the next general meeting of the Alumni Association.

4.06 ABSENCES: Any Officer or member of the Board who shall be absent from three consecutive meetings of the Board without prior notification; or fails to perform the duties of his or her respective office shall be removed following recommendation and approval of the Board.  
After confirmation of the notification to the member to be removed, this action must be certified by the general membership.

## **ARTICLE V: OFFICERS**

5.01 OFFICERS: In alternating years, the following listed officers and four Board members shall be elected and installed at the May meeting of the Alumni Association to serve a two-year term beginning June 1<sup>st</sup>. The first election cycle shall fill the offices of President, Vice President, Treasurer, Parliamentarian and four board seats. The second election cycle shall fill the offices of Recording Secretary, Corresponding Secretary, and Financial Secretary, and the remaining four Board members.

A. The elected Nominating committee will submit a biennial slate of candidates for each office, additional members to Serve on the Board and Nominating Committee at the April meeting. A majority of the active members present at the May meeting shall elect the candidates for office.

B. All candidates must be financially active at the time of the election. The officers, the Board and the Nominating Committee are elected for a two year term. A plurality vote shall be required for each office. All officers shall be eligible

to succeed themselves once for any given office. No officer shall remain in any given office more than four years, even when filling an unexpired term of office.

5.02 PRESIDENT: The President shall have general supervision of the affairs of the Alumni Association and shall serve as an Ex-Officio member of all committees except the Nominating Committee. He or she is responsible for appointing all committee chairpersons, including the following standing committees: Membership, Budget and Finance, Bylaws, Scholarship, Courtesy and Archives. The President shall be responsible for informing all officers and committee chairs of their duties and responsibilities. The president shall also be responsible for securing the services necessary for a biennial audit of the Alumni Associations financial affairs.

5.03 VICE PRESIDENT: The Vice President shall be in charge of program planning for the association. In the event of the absence of the President the vice president shall perform the duties of the president. He or she shall also serve as an Ex-officio member and liaison for all committees, except the Nominating committee.

5.04 RECORDING SECRETARY: The Recording Secretary shall keep a written record of the minutes (including attendance) of all the general meetings of the Alumni Association and the Board of Directors, and shall submit same to the Alumni Affairs Office in sufficient time for dissemination one week before the Board meeting. All documents and contracts, Bonding policies, audit reports, state and federal taxes and reports that are legally binding or required of the association should be reported at a board meeting and the supporting documents stored as part of the minutes.

5.05 CORRESPONDING SECRETARY: The Corresponding Secretary shall read all correspondence and assist with mailings. In addition the Corresponding Secretary will perform the duties of the Recording Secretary in his or her absence

5.06 FINANCIAL SECRETARY: The Financial Secretary shall receive and record the receipt of all monies and transfer the same to the Treasurer for further action. The Financial Secretary shall distribute a monthly report in writing of all funds received, showing the amount collected and from whom funds were received. The Financial Secretary shall be bonded, receive monies, issue receipts to the members and duly transfer the same to the Treasurer within seven business days of the receipt date. The Financial Secretary will serve on the Budget and Finance Committee. He or she shall be responsible to prepare and maintain all records and reports necessary for the biennial audit.

5.07 TREASURER: The Treasurer shall receive from the Financial Secretary all monies. He or she shall deposit and account for any and all monies of the Alumni Association. He or she shall deposit all funds within seven business days of receipt and pay all expenses of the Association for which properly signed vouchers have been presented. He or she shall make a monthly report in writing of all financial transactions related to the

association that shows the amount collected, expended and the amount remaining. The Treasurer shall be bonded and an authorized signatory on all banking accounts. He or she chairs the Budget and Finance Committee. He or she shall be responsible for preparing and maintaining all records and reports necessary for the biennial audit.

5.08 PARLIAMENTARIAN: The Parliamentarian shall assist the presiding officer in the interpretation of the Bylaws of the Association and proper parliamentary procedures. He or she shall serve as chair of the Bylaws Committee.

#### **ARTICLE VI: MEETINGS**

6.01 GENERAL MEMBERSHIP MEETINGS: The general membership meetings shall be held on the third Wednesday of the listed months: April, May, and September.

6.02 BOARD OF DIRECTORS MEETINGS: The Board of Directors shall meet the second Wednesday of the months of: February, March, April, May, June, July, August, September, October and November.

There is no scheduled meeting of the HSSU Alumni Association for the months of December and January.

#### **ARTICLE VII: BIENNIAL ACCOUNTING**

7.01 Biennial Accounting: There shall be a biennial audit of the financial records of the Alumni Association. The records and reports of the Financial Secretary and the Treasurer shall be submitted to the auditor by May first of the audited year.

#### **ARTICLE VIII: AMENDMENTS**

8.01 AMENDMENTS: AN AMENDMENT TO THE BYLAWS REQUIRES A TWO-THIRDS VOTE OF ACCEPTANCE FROM THE MEMBERS PRESENT AT A GENERAL MEETING

8.02 WHENEVER AN ISSUE IS NOT COVERED BY THIS DOCUMENT ROBERT'S RULES OF ORDER SHALL BE THE OFFICIAL PARLIAMENTARY REFERENCE.

