

HARRIS-STOWE STATE UNIVERSITY
ALUMNI ASSOCIATION BYLAWS REVISIONS

November, 2012

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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 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.**

3.02 RIGHTS AND PRIVILEGES OF MEMBERS

Upon the payment of dues **by March 1**, 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.

3.03 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.

Dues cont'd

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 **ratified** 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.

3.04 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 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. **A written letter requesting rescinding of a resignation should be submitted to the board for a vote.**

4.04 VACANCIES: The President of the Alumni Association shall recommend appointments to fill unexpired terms, subject to approval by the Board. The recommendation is to be ratified at the next General Membership Meeting of the Alumni Association.

4.05 ABSENCES: Any Officer or member of the Board who shall be absent from three consecutive meetings of the Board without prior notification to the President **in advance, except in cases of emergency; shows a pattern of absences within a fiscal year** or fails to perform the duties of his or her respective office shall be removed following recommendation **of the president** and approval of the Board. After confirmation of the notification to the member of the action **for removal from the Board**, this action must be ratified by the general membership.

ARTICLE V- ELECTION OF OFFICERS AND BOARD MEMBERS

5.01 ELECTION CYCLES:

In alternating years, the following listed officers and four Board members shall be elected **at the May meeting** and installed at the **June meeting** of the Alumni Association to serve a two-year term,, beginning at the June **meeting**. The first election cycle, **in even numbered years**, shall fill the offices of President, Vice President, Treasurer, Parliamentarian and four board seats. The second election cycle, **in odd numbered years**, shall fill the offices of Recording Secretary, Corresponding Secretary, Financial Secretary, the remaining four Board members **and Nominating Committee members**.

5.02 SLATE OF OFFICERS/BOARD MEMBERS:

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

5.03. QUALIFICATIONS FOR HOLDING OFFICE:

1. All candidates must be financially active by March 1 of the fiscal year in which the election takes place
2. All candidates for office should attend 5 of 10 Board and/or General Membership Meetings of the current year to be eligible to hold office.
3. Candidate should be actively involved in the association by serving on at least one committee [*Standing or Adhoc*] during the year in which he/she seeks nomination for office.
4. Candidate must be willing to serve two year term and remain financial for period of the term of office.
5. Candidate must submit a ~~Candidate's Data Profile~~ an Election Nomination Form to the Nominating Committee by the designated date.

5.04 ELECTION PROCEDURES:

1. Slate of candidates is presented to the Association at the April Board Meeting. Nominations from the floor are accepted at this time. Persons nominated from the floor must submit documentation within time frame designated by the chair of the Nominating Committee. Nominations are closed and no further nominations are accepted prior to the May General Membership Meeting in which the election takes place.
2. A written ballot is prepared by the Nominating Committee and submitted to the body at the May General Membership Meeting.
3. Candidates for office must be present on day of election or said candidate's name will be removed from the ballot.

4. **No campaigning will be allowed on the day of the election.**
5. **Ballots are counted and certified by the Nominating Committee and announcement of newly elected officers/board members is made to the assembled body by the Nominating Committee Chair.**

ARTICLE VI: DUTIES OF OFFICERS/BOARD MEMBERS

6.01 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.

6.02 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.

6.03 RECORDING SECRETARY: The Recording Secretary shall keep a written record of the Minutes (*including attendance*) of all ~~the general~~ meetings of the Alumni Association, the Board of Directors **and General Membership; shall provide a copy to the Officers/Board prior to the monthly meeting** and shall submit same to the Alumni Affairs Office ~~in sufficient time for dissemination one week before the Board meeting~~ for their records. 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.

6.04 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

6.05 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; shall serve on the Budget and Finance Committee **and shall be responsible for preparing and maintaining** all records and reports necessary for the biennial audit.

6.06 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.

6.07 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.

6.08 BOARD MEMBERS: The Board of Directors [*Officers and Board Members*] constitutes the Executive Committee and shall have general supervision over the affairs of the Association.

ARTICLE VII: COMMITTEES

7.01 COMMITTEE COMPOSITION/PRIVILEGES: All Committee chairs and committee members *shall* be financial members of the Alumni Association. Committee chairs, with the exception of the elected Nominating Committee chair, are appointed by the President of the Alumni Association. The *Standing Committees* of the Association, deemed necessary to carry on the *permanent* work of the association, are Nominating; Membership; Budget and Finance; Scholarship; Courtesy, Audit and Archives. Chairs of Standing Committees shall be accorded voting privileges at all official meetings. *Adhoc Committees* are appointed to carry out a specified task and they automatically cease to exist at the end of the project. Adhoc Committee chairs/members have voting privileges only in General Membership Meetings.

7.02 NOMINATING COMMITTEE: The Nominating Committee shall be composed of at least five members of the HSSU Alumni Association, who shall be elected [**in odd numbered year cycle**] 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.

7.03 MEMBERSHIP COMMITTEE: The Membership Committee shall be responsible for developing strategies to secure new members of the association; keep records of the association's members; and serve as the liaison between the University and the association to maintain an accurate count of members on a regular basis.

7.04 BUDGET AND FINANCE COMMITTEE: The Budget and Finance Committee, chaired by the Treasurer, with the Financial Secretary as a key member, shall be responsible for preparing a yearly budget; conferring with committees as to the status of their budgets and monitoring the budget on an ongoing basis.

7.05 SCHOLARSHIP COMMITTEE: The Scholarship Committee shall be responsible for planning and/or consulting with sponsoring groups to raise scholarship funds; securing the applications of students applying for scholarships; selecting the awardees as per the approved guidelines and presenting the scholarships at the designated HSSU activity.

7.06 AUDIT COMMITTEE: The Audit Committee shall be responsible for securing the services of a certified auditor for the biennial audit, subject to board approval; gather and deliver all reports from the treasurer and financial secretary, as requested, to the auditor. The Audit Committee chair shall present the final report of the Auditor to the Board of Directors.

7.07 COURTESY COMMITTEE: The Courtesy Committee shall be responsible for sending get well cards and expressions of condolence to alumnus/or his/her family, faculty and former faculty members upon the death of an alumnus, death of a spouse or first degree relative. Get well cards are sent for hospitalization or lengthy/serious illness. The HSSU Alumni Association will be responsible for costs incurred for the purchase, printing and postage of all courtesies.

7.08 ARCHIVES COMMITTEE: The Archives Committee shall be responsible for the gathering, filing and storage of documents/artifacts relative to the history of the HSSU Alumni Association.

ARTICLE VIII MEETINGS

8.01 GENERAL MEMBERSHIP MEETINGS: The general membership meetings shall be held on the ~~third~~second Wednesday of the listed months: ~~April~~March, May, and ~~September~~October in conjunction with the Board of Directors/ Meetings .

8.02 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. ~~Executive Committee Meetings may be called by the President outside of the regular meeting dates.~~ There is no regular meeting of the HSSU Alumni Association for the months of December and January.

8.03 EXECUTIVE COMMITTEE MEETINGS: Meetings of the Executive Committee are called by the President. The President also holds the power of scheduling a “special called” meeting for matters needing immediate action.

8.04 Committee Meetings are scheduled by the chairs of the Committees as business dictates.

ARTICLE IX: BIENNIAL ACCOUNTING

9.01 *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 **within the timeline set forth by the auditor.**

ARTICLE X: PARLIAMENTARY AUTHORITY

10.1WHENEVER AN ISSUE IS NOT COVERED BY THIS DOCUMENT **ROBERT'S RULES OF ORDER** SHALL BE THE OFFICIAL PARLIAMENTARY REFERENCE.

ARTICLE XI: AMENDMENTS

11.01 AMENDMENT[S] TO THE BYLAWS SHOULD BE SUBMITTED TO THE BOARD FOR REVIEW AND APPROVAL AT A BOARD MEETING FOLLOWED BY A TWO-THIRDS VOTE OF ACCEPTANCE FROM THE MEMBERS PRESENT AT THE NEXT GENERAL MEMBERSHIP MEETING.

ARTICLE XII: DISSOLUTION

IN THE EVENT OF DISSOLUTION OF THE HARRIS STOWE STATE UNIVERSITY ALUMNI ASSOCIATION LAWS OF THE STATE OF MISSOURI APPLY.

Bylaws Committee : Neidra Butler; Andrew Latchison; Dolores B. Malcolm, Chair; Joan Moehl; Edward Scruggs

Board Approved 11/10/12

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

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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.**

3.02 - RIGHTS AND PRIVILEGES OF MEMBERS

Upon the payment of dues **by March 1**, 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.

3.03 - 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 **ratified** 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.

3.04- 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 - 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. **.A written letter requesting rescinding of a resignation should be submitted to the board for a vote.**

4.04 - VACANCIES: The President of the Alumni Association shall recommend appointments to fill unexpired terms, subject to approval by the Board. The recommendation is to be ratified at the next General Membership Meeting of the Alumni Association.

4.05 - ABSENCES: Any Officer or member of the Board who shall be absent from three consecutive meetings of the Board without prior notification to the President **in advance, except in cases of emergency; shows a pattern of absences within a fiscal year** or fails to perform the duties of his or her respective office shall be removed following recommendation **of the president** and approval of the Board. After confirmation of the notification to the member of the action **for removal from the Board**, this action must be ratified by the general membership.

ARTICLE V- ELECTION OF OFFICERS AND BOARD MEMBERS

5.01 - ELECTION CYCLES:

In alternating years, the following listed officers and four Board members shall be elected **at the May meeting** and installed at the **June** meeting of the Alumni Association to serve a two-year term,, beginning at the June **meeting**. The first election cycle, **in even numbered years**, shall fill the offices of President, Vice President, Treasurer, Parliamentarian and four board seats. The second election cycle, **in odd numbered years**, shall fill the offices of Recording Secretary, Corresponding Secretary, Financial Secretary, the remaining four Board members **and Nominating Committee members**.

5.02 - SLATE OF OFFICERS/BOARD MEMBERS:

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

5.03. - QUALIFICATIONS FOR HOLDING OFFICE:

- a. All candidates must be financially active by March 1 of the fiscal year in which the election takes place
- b. All candidates for office should attend 5 of 10 Board and/or General Membership Meetings of the current year to be eligible to hold office.
- c. Candidate should be actively involved in the association by serving on at least one committee [*Standing or Adhoc*] during the year in which he/she seeks nomination for office.
- d. Candidate must be willing to serve two year term and remain financial for period of the term of office.
- e. Candidate must submit an Election Nomination Form to the Nominating Committee by the designated date.

5.04 - ELECTION PROCEDURES:

- a. **Slate of candidates is presented to the Association at the April Board Meeting. Nominations from the floor are accepted at this time. Persons nominated from the floor must submit documentation within time frame designated by the chair of the Nominating Committee. Nominations are closed and no further nominations are accepted prior to the May General Membership Meeting in which the election takes place.**
- b. **A written ballot is prepared by the Nominating Committee and submitted to the body at the May General Membership Meeting.**
- c. **Candidates for office must be present on day of election or said candidate's name will be removed from the ballot.**
- d. **No campaigning will be allowed on the day of the election.**
- e. **Ballots are counted and certified by the Nominating Committee and announcement of newly elected officers/board members is made to the assembled body by the Nominating Committee Chair.**

ARTICLE VI: DUTIES OF OFFICERS/BOARD MEMBERS

6.01- 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.

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6.06 - 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.

6.07 - PARLIAMENTARIAN: The Parliamentarian shall assist the presiding officer in the interpretation of the Bylaws of the Association and proper parliamentary procedures **and** shall serve as chair of the Bylaws Committee.

6.08 - BOARD MEMBERS: The Board of Directors [*Officers and Board Members*] constitutes the Executive Committee and shall have general supervision over the affairs of the Association.

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7.08 - ARCHIVES COMMITTEE: The Archives Committee shall be responsible for the gathering, filing and storage of documents/artifacts relative to the history of the HSSU Alumni Association.

ARTICLE VIII MEETINGS

8.01 - GENERAL MEMBERSHIP MEETINGS: The general membership meetings shall be held on the second Wednesday of the listed months: **March, May, and October in conjunction with the Board of Directors/ Meetings .**

8.02 - 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 regular meeting of the HSSU Alumni Association for the months of December and January.

8.03 - EXECUTIVE COMMITTEE MEETINGS: Meetings of the Executive Committee are called by the President. The President also holds the power of scheduling a “special called” meeting for matters needing immediate action.

8.04 - Committee Meetings are scheduled by the chairs of the Committees as business dictates.

ARTICLE IX: BIENNIAL ACCOUNTING

9.01 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 **within the timeline set forth by the auditor.**

ARTICLE X: PARLIAMENTARY AUTHORITY

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

ARTICLE XI: AMENDMENTS

11.01 AMENDMENT[S] TO THE BYLAWS SHOULD BE SUBMITTED TO THE BOARD FOR REVIEW AND APPROVAL AT A BOARD MEETING FOLLOWED BY A TWO-THIRDS VOTE OF ACCEPTANCE FROM THE MEMBERS PRESENT AT THE NEXT GENERAL MEMBERSHIP MEETING.

ARTICLE XII: DISSOLUTION

IN THE EVENT OF DISSOLUTION OF THE HARRIS STOWE STATE UNIVERSITY ALUMNI ASSOCIATION LAWS OF THE STATE OF MISSOURI APPLY.

***Bylaws Committee:* Neidra Butler; Andrew Latchison; Dolores B. Malcolm, Chair; Joan Moehl; Edward Scruggs**

Board Approved on 11/10/12