



# CHARTER AND BYLAWS

## CHARTER

### Article I - Name

The name of this organization shall be The Tennessee State University Cincinnati Alumni Chapter. The organization is also known as The TSU Cincinnati Alumni Chapter. For ease of reference, the organization may also be referred as "The Chapter" in this document.

### Article II - Mission Statement

The mission of the TSU Cincinnati Alumni Chapter is to **connect** alumni with the University and with one another; to **explore** and utilize traditional and electronic methods of communicating with alumni and with the University; and to **invent** ongoing opportunities for interaction among alumni, community, and potential students. The overall goal is to foster among alumni a commitment of giving back to their alma mater to enhance the image, academic excellence, financial stability, and growth of Tennessee State University.

### Article III - Goal

The goal of the TSU Cincinnati Alumni Chapter is to promote lifelong relationships between and among its current and future alumni and the University, to encourage alumni involvement in the promotion and support of Tennessee State University, to establish a presence in the city amongst local high schools to funnel the pipeline, and to be able to offer scholarships to those students.

### Article IV - Membership

Membership in The TSU Cincinnati Alumni Chapter consists of the following four categories:

1. **Degreed Alumni** - Any and all graduates of Tennessee State University.
2. **Non-Degreed Alumni** - Any and all former students of Tennessee State University, regularly enrolled for a minimum of one year.
3. **Honorary Alumni** - An outstanding member of the community or friend of TSU, with a majority vote of the general body, may become a member of the Chapter. An Honorary Alumnus may not be elected as an officer of the Chapter. Local Chapter honorary members are not recognized by the TSU National Alumni Association.
4. **Associate Member** – Any person who did not attend Tennessee State University but manifests a genuine interest in the Chapter. An Associate Member may not be elected as an officer of the Chapter. Associate Members may also obtain membership in the National Alumni Association.

### Article V - Organizational Structure

The Chapter consists of the general alumni membership. The Board is made up of the Officers, Executive Committee Members/Team Leaders, and Committee Members. All remaining alumni comprise the rest of the Chapter's membership and fall within one of the four membership categories listed above.

### Article VI - Officers

The officers of the Alumni Chapter shall consist of the following:

- President
- Vice President/President-Elect
- Treasurer
- Vice Treasurer (Optional)
- Secretary

*(Last Revision 1/30/2020)*

In the event of a vacancy in the office of president, the vice-president shall fill the unexpired term. A vacancy occurring in any other office during the term shall be filled by election at the next chapter meeting. Any such newly elected officer shall serve for the remainder of the term of the office.

The officers, excluding the Treasurer, shall not retain office for more than two consecutive terms. A term is defined as two years. A member shall not be permitted to hold more than one office at the same time. In the event when active membership is not enough to fill the positions, this rule may be amended.

## **Article VII - Committees**

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### **Section 1. Executive Committee**

The Executive Committee shall be composed of the Officers of the Chapter and the Team Leaders of each of the Programs/Committees of the Chapter. A member can volunteer to fill a vacancy occurring in the Executive Committee at the next Chapter meeting. Any such newly designated member shall serve for the remainder of the term of the office.

### **Section 2. Additional Committees**

Additional committees will be defined as needed.

## **Article VIII - Meetings**

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General Alumni chapter meetings are open to all alumni, associate members and honorary members. Meetings shall occur on the fourth Saturday monthly, unless otherwise specified. Additional Executive Committee meetings may be held as needed.

## **Article IX – Fiscal Year**

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The Fiscal Year is from July 1 through June 30.

# **BYLAWS**

## **Article I - Duties of Officers**

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### **Section 1. President**

The President shall:

1. Preside over all meetings of the Executive Committee and the Alumni Chapter meetings.
2. In the absence of the secretary, the President will recruit a volunteer to record the minutes of a meeting.
3. Chapter Presidents will be responsible for expanding the mission of the Alumni Chapter into their geographic or affinity (special interest) areas.
4. Chapter Presidents shall select team leaders and members to assist in the development and continuation of alumni programs in their area.
5. It shall be the responsibility of Chapter Presidents to recruit, educate, train, and encourage alumni to become active members of the alumni chapter.
6. Chapter Presidents shall act as the official representative of their chapter at the National Alumni Board level and are encouraged to attend as many National Executive Committee meetings and Full Board meetings as possible.

### **Section 2. Vice-President/President-Elect**

The Vice President/President-Elect shall:

1. Execute the President's responsibilities in his absence.
2. Perform other responsibilities as seen necessary by the Executive Committee.
3. Succeed the President at the end of a two-year term.

*(Last Revision 2/1/2020)*

### **Section 3. Treasurer**

The Treasurer shall:

1. Collect and deposit all monetary payments or donation given to the chapter.
2. Report all credits/debits to the account at chapter meetings.
3. Manage chapter spending and seek opportunities to grow chapter funds.
4. Maintain all financial information on chapter membership.

### **Section 4. Secretary**

The Secretary shall:

1. Record all proceedings of the Executive Committee and the Alumni Chapter meetings.
2. Maintain the Chapter distribution list for communications.
3. Send all relevant communications (i.e. meetings, events, meeting notes) to chapter distribution.
4. Perform other responsibilities as seen necessary by the Executive Committee.

### **Article II - Election of Officers**

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1. Each officer shall be elected from among qualified candidates, by a majority vote of alumni general body, coinciding with the National Alumni Elections.
2. Each officer shall serve for a two-year term beginning on July 1 and ending on June 30 of the next year.
3. Candidates for an office of the Alumni Chapter may qualify by volunteering or upon acceptance of the nomination made by any other member.

### **Article III - Removal of Officers**

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The President can remove the Treasurer from office before completion of the term if audit findings or other financial issues as it deems necessary.

### **Article IV - Duties of Executive Committee Members**

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1. The Executive Committee shall meet as often as it deems necessary.
2. A majority of the Executive Committee shall be required to establish a quorum at any meeting thereof.
3. All matters before the Executive Committee shall be determined by simple majority vote of those present.
4. The Executive Committee shall establish the dates of all meetings. It shall be the duty of the Officers of the Executive Committee to attend each meeting.
5. It shall be the duty of this Executive Committee to promote and assist the interest of Tennessee State University and to further in every way the ideals of the university.
6. The Executive Committee shall establish such Programs and Committees as it deems necessary, shall appoint Team Leaders from the members of the Committee, and establish such rules and guidelines, as it deems necessary to further the purpose of the committee.

### **Article V - Duties of Committee Members**

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1. The committee members shall work with the Team Leaders and/or Chapter Officers to carry out the programs and activities specific to that team.
2. Committee membership is voluntary and requires no specific time commitment.

### **Article IX - Dues**

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Annual Dues are \$35 and can be paid throughout the Fiscal Year (July 1 – Jun 30).

### **Amendments**

1. The Charter and Bylaws will be reviewed every two years coincide with new officer installations.
2. Any proposed Amendments will be submitted to the Executive Committee for further study.
3. At the next meeting the assigned committee shall give a report to the Board. Following this report, the general body shall vote on the proposed Amendment.
4. The Charter and Bylaws shall be amended by a two-thirds vote of the active members.

*(Last Revision 2/1/2020)*