



## CHARTER

(Last Revision – 2/22/12)

### Name

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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 or, for ease of reference, simply The Chapter.

### Mission Statement

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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.

### Goal

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The goal of the 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.

### Membership

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Membership in The 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.
4. **Alumni by Choice** – Any member's spouse or domestic partner who does not fit into one of the other categories may become a member of the Chapter. An Alumnus by Choice may not be elected as an officer of the Chapter.

### Organizational Structure

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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 three membership categories listed above.

### Officers

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

- President
- Vice President/President-Elect
- Treasurer
- Vice- Treasurer (Opt)
- Recording Secretary
- Correspondence Secretary

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 shall not retain office for more than two consecutive terms. A member shall not be permitted to hold more than one office at the same time. In the event that active membership is not enough to fill the positions that this rule be amended.

## Duties of Officers

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1. 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. The 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 officers, executive committee members, team leaders and board members-at-large 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 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.
2. 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 one-year term
3. The Treasurer shall:
  1. Collect and deposit all monetary payments or donation given to the chapter
  2. Report out at chapter meetings credits/debits to the account
  3. Manage chapter spending and seek opportunities to grow chapter funds
4. The Secretary shall:
  1. Record all proceedings of the Executive Committee and the Alumni Chapter meetings
  2. Perform other responsibilities as seen necessary by the Executive Committee.

## 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 one-year term beginning on June 1 and ending on May 31 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

## Executive Committee

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The Executive Committee shall be composed of the Officers of the Chapter, the Team Leaders of each of the Programs/Committees of the Chapter.

A vacancy occurring in the Executive Committee shall be filled by election at the next Chapter meeting. Any such newly elected member shall serve for the remainder of the term of the office.

## 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.

## Additional Committees

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Additional committees will be defined as called out in the chapter Action Plan

## 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.

## Meetings

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General Alumni chapter meetings are open to all alumni and shall occur on the third Saturday monthly, unless otherwise specified.

## Amendments to the Charter

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1. Any proposed Amendments of the Charter will be submitted to the Executive Committee and referred to a committee for further study.
2. 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.
3. The Charter shall be amended by a two-thirds vote of the active members.