

**FORT VALLEY STATE UNIVERSITY
NATIONAL ALUMNI ASSOCIATION, INCORPORATED**

**CONSTITUTION
and
BYLAWS**



**ADOPTED
JULY 16, 2022**

This Constitution and Bylaws was adopted at the 27th Biennial Conference of the Association on July 16, 2022.

TABLE OF CONTENTS

CONSTITUTION

PREAMBLE

ARTICLE I	NAME	1
ARTICLE II	PURPOSE	1
ARTICLE III	MEMBERSHIP	2
ARTICLE IV	GOVERNANCE	2
ARTICLE V	ORGANIZATION	2
ARTICLE VI	MEETINGS	3
ARTICLE VII	QUORUM	3
ARTICLE VIII	AMENDING THE CONSTITUTION	3

BYLAWS

ARTICLE I	OFFICES, DUTIES, RESPONSIBILITIES	4
ARTICLE II	GOVERNANCE AND POWERS	9
ARTICLE III	VOTING PRIVILEGES	9
ARTICLE IV	FISCAL YEAR	9
ARTICLE V	NOMINATIONS FOR OFFICE, ELECTIONS, TERM OF OFFICE, VACANCIES, RESIGNATIONS, AND REMOVAL OF OFFICER OR BOARD MEMBER	9
ARTICLE VI	COMMITTEES	11
ARTICLE VII	REGIONS	16
ARTICLE VIII	CHAPTERS	17
ARTICLE IX	MEMBERSHIP	18
ARTICLE X	MEETINGS	18

ARTICLE XI	FINANCES	19
ARTICLE XII	RECORDS AND REPORTS	19
ARTICLE XIII	PARLIAMENTARY AUTHORITY	19
ARTICLE XIV	QUORUM	19
ARTICLE XV	AMENDMENTS	19
ARTICLE XVI	DISSOLUTION	20

APPENDICES

Constitution and Bylaws

Fort Valley State University National Alumni Association, Inc.

CONSTITUTION

PREAMBLE

To foster a spirit of loyalty, fraternity, and scholarship, to promote the continuous active interest in and support of Fort Valley State University, to effect united action on behalf of and for the general welfare of Fort Valley State University as an educational institution of higher learning; We, the graduates, former students, friends and supporters of Fort Valley State University, do now ordain and establish this Constitution and Bylaws of the Fort Valley State University National Alumni Association, Inc.

ARTICLE I: NAME

SECTION 1: The name of this organization shall be the Fort Valley State University National Alumni Association, Incorporated (subsequently referred to as the Association).

SECTION 2: The relationship between the Association and Fort Valley State University (subsequently referred to as the University) is defined by a memorandum of understanding which grants Cooperative Organization status to the University in accordance with policies of the University System of Georgia Board of Regents. The Association shall maintain Cooperative Organization with the University. See Appendix A: University System of Georgia Board of Regents Guiding Principles for Cooperative Organizations.

SECTION 3: The central office of the Association is located at 1005 State University Drive, Peach County, Fort Valley, GA 31030.

SECTION 4: The official logo of the organization shall be the Clock Tower of Fort Valley State University with the “National Alumni Association, Incorporated,” appropriately inscribed with the opportunity for future enhancements and/or modifications.

ARTICLE II: PURPOSE

SECTION 1: The purposes of the Association are as follows: to enhance and ensure the continued existence of the University in any manner not inconsistent with this Constitution, and to function exclusively in regard to religious, charitable, scientific, literary, and educational ideals within the meaning of SECTION 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

SECTION 2: Notwithstanding any other provision of this Constitution, this organization shall not carry on any activities not permitted to be carried on by any organization exempt from Federal income tax under SECTION 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

ARTICLE III: MEMBERSHIP

SECTION 1: ELIGIBILITY

Membership in the Association shall be determined by the Bylaws adopted by the Association.

SECTION 2: CLASSIFICATIONS OF MEMBERSHIP

The Bylaws of the Association may provide for classifications of membership in the Association.

ARTICLE IV: GOVERNANCE

SECTION 1: SUPREMACY OF THE CONSTITUTION

This Constitution shall be the supreme document of the Association. All Rules adopted by the Association, its Regions, Chapters, or other entities must be in accordance with this Constitution.

SECTION 2: GOVERNING

- a. The governing body of the Association shall consist of all financial members.
- b. The Board of Directors shall manage the affairs of the Association, in accordance with the Constitution and Bylaws. It shall have the power to authorize all acts on behalf of the Association, except as limited by this Constitution and the Bylaws of the Association.
- c. The Board of Directors shall establish rules and standard operating procedures for the conduct of its meetings; and in the absence of any such rules, said meeting shall be conducted according to Robert’s Rules of Order, Newly Revised. Any such rules inconsistent with the Constitution and Bylaws shall not be valid.

SECTION 3: POWERS

- a. The Association shall have power to organize, constitute, and charter chapters and to form new regions whenever warranted by the growth of the Association, and shall have general supervision over the same.
- b. The Association has the sole power to dissolve chapters and expel members.

ARTICLE V: ORGANIZATION

SECTION 1: STRUCTURE

- a. The policy making body of the Fort Valley State University National Alumni Association, Inc., shall be the Association.
- b. The administrative division of the Association shall be the Board of Directors.
- c. The chapters of the Association shall be grouped according to regions.
- d. The Association shall be opened to financially active, life, associate, and honorary members, who are financially active.
- e. The fiscal year of membership shall be from January 1 to December 31.

SECTION 2: BOARD OF DIRECTORS

The Board of Directors members shall consist of the elected officers, appointed officers, and the eight (8) Regional Representatives.

SECTION 3: OFFICERS

- a. The elected officers of the Association shall be the President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and Financial Secretary.
- b. The appointed officers shall be the Parliamentarian, the Director of Public Relations, and the Director of Technology. The appointed officers shall be non-voting members of the Board of Directors.

SECTION 4: ELECTIONS

The officers of the Association will be elected as prescribed in this Constitution and the Bylaws.

SECTION 5: REGIONS

The Association shall be divided into eight (8) regions according to geographical locations. Each region shall have a representative on the Board of Directors.

SECTION 6: CHAPTERS

- a. Each chapter shall have the power to elect its officers subject to the Association Constitution and Bylaws.
- b. Each chapter shall have the power to make its own Bylaws. These Bylaws must not conflict with the Constitution and Bylaws of the Association.

ARTICLE VI. MEETINGS

SECTION 1: ASSOCIATION MEETINGS

The Association shall have two (2) meetings per year at a time and place as designated by the Board of Directors during the month of May and the month of September or October.

SECTION 2: ASSOCIATION CONFERENCES

- a. Biennial Conference: This conference shall be conducted at a time and place as designated by the Board of Director, during the even number years.
- b. Alumni Development Conference: This conference shall be conducted at a time and place as designated by the Board of Directors, during the odd number years.

SECTION 3: SPECIAL CALLED MEETINGS

A Special Called Meeting may be called by the Board of Directors, President, or ten (10) financial chapters upon a fourteen (14) day notice to all persons entitled to vote specifying the general purpose of such meetings.

SECTION 4: REGION MEETINGS

Each region shall hold at least one meeting annually.

ARTICLE VII: QUORUM

The quorum for the Association business meetings shall consist of twenty-five (25) financial members of which five (5) must be elected officers.

ARTICLE VIII: AMENDING THE CONSTITUTION

This Constitution may be amended at the Biennial Conference by a two-thirds (2/3) majority vote of the financially active members present and voting and shall become effective immediately following the adjournment of the Biennial Conference at which the amendments are adopted. The procedure for amending the Constitution shall include:

- a) The person/chapter filing the proposed amendments with the Recording Secretary in writing sixty (60) days prior to the meeting.
- b) The Recording Secretary providing notice to all chapters and members, either in writing or by publication, of intent to amend, not less than thirty (30) days to include proposed amendments to the Constitution.

BYLAWS

ARTICLE I: OFFICES, DUTIES, RESPONSIBILITIES, and ELIGIBILITY

SECTION 1: OFFICERS OF THE ASSOCIATION

- 1) The elected officers of the Association shall be as follows: President, First Vice President, Second Vice President, Recording Secretary, Assistant Recording Secretary, Treasurer, Assistant Treasurer, and Financial Secretary.
- 2) The appointed officers of the Association shall be the Parliamentarian, the Director of Public Relations, and the Director of Technology.

SECTION 2: PRESIDENT

- 1) The President shall serve as the Chief Executive Officer of the Association and shall preside over meetings of the Board of Directors and regular and called meetings of the Association.
- 2) The President shall:
 - a) Conduct all meetings per the Association's Constitution and Bylaws and Robert's Rules of Order, Newly Revised.
 - b) Appoint the Parliamentarian, all standing and Ad hoc (special) committees, and may serve, if needed, as an ex-officio member of committees except for the Nominating Committee.
 - c) Work with the Recording Secretary to develop an agenda for meetings.
 - d) Communicate the Association's mission, goals, and committee objectives to members of the Association, the Board of Directors, and other alumni, staff, administration, faculty, and students.
 - e) Inspire and motivate alumni to find innovative ways to help the Association succeed.
 - f) Direct the duties of the other officers and the Board of Directors.
- 3) A candidate for President must:
 - a) Be financially active with the Association for a minimum of two (2) consecutive years prior to becoming a candidate for President.
 - b) Have held an elected position at the national or chapter level or have held a leadership position in his/her career or community organizations.

SECTION 3: FIRST VICE PRESIDENT

- 1) The First Vice President shall:
 - a) Perform the duties of the President in all cases in which the President is unable to serve.
 - b) Serve as alternate to the President and assist in such matters as may be delegated to him/her by the President or the Board of Directors.
 - c) Assist with administrative activities of the Association.
 - d) Assume the office of the President in the event of death, disablement, or removal of the President until the position has been filled consistent with the procedure stated in the Constitution and Bylaws.
 - e) Chair the Program Committee.
 - f) Serve as a member of the Finance Committee.
 - g) Coordinate the Biennial Conference.
 - h) Work with the Alumni Office, coordinate with the class reunions/gathering.

2) A candidate for First Vice President must:

- a) Be financially active with the Association for a minimum of two (2) consecutive years prior to becoming a candidate for First Vice President.
- b) Have held an elected position at the national or chapter level or have held a leadership position in his/her career or community organizations.

SECTION 4: SECOND VICE PRESIDENT

1. The Second Vice President shall:

- a) Be a voice for the young alumni within the Association.
- b) Work closely with the Fort Valley State University Student Government Association.
- c) Perform the duties of the President in all cases in which the President and First Vice President are unable to serve.
- d) Serve as alternate to the President and assist in such matters as may be delegated to him/her by the President or the Board of Directors.
- e) Chair the Membership Committee.
- f) Coordinate the Alumni Development Conference.
- g) Communicate with alumni interested in starting local chapters, networks, or affinity groups.
- h) Conduct new-chapter orientation with the support of the respective regional representative and serve as a major resource person for training and development of chapters.
- i) Work with the Student-Alumni Association to recruit students to the Association for the purpose of developing better student and alumni relations.

2. A candidate for Second Vice President must:

- a) Be financially active with the Association for a minimum of two (2) consecutive years prior to becoming a candidate for Second Vice President.
- b) Have held an elected position at the national or chapter level or have held a leadership position in his/her career or community organizations.

SECTION 5: RECORDING SECRETARY

1. The Recording Secretary shall oversee the proper recording of all meetings of the Association (Board of Directors, Business Meetings, and any special or call meetings). The Recording Secretary shall:

- a) Assemble and disseminate meeting materials to Association members at all Association meetings.
- b) Collaborate with the President to develop the agenda for Association meetings.
- c) Make sure meetings are organized and minutes are recorded efficiently.
- d) Have in his/her possession all official proceedings of the Association and keep same in good order and have them available during all meetings of the Association.
- e) Be prepared to read the minutes whenever the President calls for or authorizes such action.
- f) Provide draft of the minutes of all Association meetings to the President within fifteen (15) days after the meeting. Ensure copies of all general meeting minutes of the Association are made available to financial members and the Alumni Office and are uploaded to an online electronic storage place within thirty (30) days following the meeting.
- g) Work with the Director of Technology, Technology Committee, and Alumni Office to schedule the Association's virtual meetings and provide any assistance required by the Director of Technology during the virtual meetings.
- h) Check to ensure agreed/approved actions are carried out.
- i) Keep up-to-date contact details of Board members.
- j) Pass on his/her records to the incoming Recording Secretary at the close of his/her tenure.

2. A candidate for Recording Secretary must:

- a) Be financially active with the Association for a minimum of two (2) consecutive years prior to becoming a candidate for Recording Secretary.

- b) Possess and demonstrate clear communicative, organizational, technological, and time management skills.
- c) Possess planning and problem-solving skills.

SECTION 6: ASSISTANT RECORDING SECRETARY

1. The Assistant Recording Secretary shall:

- a) Assist the Recording Secretary as needed and serve in the absence of the Recording Secretary.
- b) Assume the office of the Recording Secretary in the event the Recording Secretary is unable to carry out the duties and responsibilities during the term of office.
- c) Maintain a log of all motions made during business meetings.

2. A candidate for Assistant Recording Secretary must:

- a) Be financially active with the Association for a minimum of two (2) consecutive years prior to becoming a candidate for Assistant Recording Secretary.
- b) Possess and demonstrate clear communicative, organizational, technological, and time management skills.
- c) Possess planning and problem-solving skills.

SECTION 7: TREASURER

1. The Treasurer shall:

- a) Keep the official financial records of the Association and accurately maintain all financial records of the Association in a safe and secure place and prepare documents for auditing.
- b) Be responsible for reporting the status of all funds of the Association to the Board of Directors and to the Association at its biennial meetings or wherever requested by the Association.
- c) Keep accurate records of cash and disbursement receipts monthly.
- d) Prepare and submit annual financial reports to the Board of Directors and post the financial reports electronically on the Association's Website and store in the Alumni Relations Office for public review within thirty (30) days after it is made to the Board of Directors and upload to an online electronic storage place within thirty (30) days following the meeting.
- e) Ensure books are prepared and available for audit in accordance with current internal audit guidelines.
- f) Work in partnership with Committees and the Finance Committee to develop an annual operating budget for programs and activities.
- g) Present the annual operating budget, prepared by the Finance Committee, to the Board of Directors by July for presenting the annual operating budget for the ensuing fiscal year to the Association for approval in the September/October business meeting of each year.
- h) Monitor expenditures of the Association budget.
- i) Along with the Board of Directors, secure an external auditing firm to perform audits.
- j) Submit Association books to internal auditor for review and audit each fiscal year no later than January 31 of the following year.
- k) Submit Association books to external auditor for review and audit all financial records for the two-year office term by October 31 of the election year.
- l) Rent a safe deposit box as the Board of Directors' designate.
- m) Coordinate submission of income with the Financial Secretary.
- n) Maintain records in accordance with the established Manual of Financial Procedures.
- o) Serve as a member of the Finance Committee.

2. A candidate for Treasurer must:

- a) Be financially active with the Association for a minimum of two (2) years prior to becoming a candidate for Treasurer.
- b) Have knowledge of accounting principles and be able to use financial software.
- c) Possess good communicative, organizational, technological skills.

SECTION 8: ASSISTANT TREASURER

- A. The Assistant Treasurer shall:
 - a) Serve in the absence of the Treasurer by performing the duties noted for the Treasurer.
 - b) Perform other duties as assigned by the Treasurer.
- B. A candidate for Assistant Treasurer must:
 - a) Be financially active with the Association for a minimum of two (2) years prior to becoming a candidate for Assistant Treasurer.
 - b) Has knowledge of accounting principles and financial software.
 - c) Possess good communicative, organizational, technological skills.

SECTION 9: FINANCIAL SECRETARY

- 1. The Financial Secretary shall:
 - a) Keep the official record of all income.
 - b) Complete a monthly report.
 - c) Issue official receipt for income.
 - d) Be responsible for the receipt of cash at all Association events in accordance with the Manual of Financial Procedures.
 - e) Work with Alumni Office Staff to ensure all cash receipts are deposited and recorded within two (2) business days of receipt.
 - f) Prepare a roster of financial members.
 - g) Assist the Treasurer with the submission of annual reports.
- 2. A candidate for Financial Secretary must:
 - a) Be financially active with the Association for a minimum of two (2) years prior to becoming a candidate for Financial Secretary.
 - b) Possess good communicative, organizational, business/bookkeeping/financial, and technological skills with a focus on accounting software.

SECTION 10: PARLIAMENTARIAN

The Parliamentarian shall:

- a) Be appointed by the President of the Association.
- b) Advise the President of the correct rules of order and with the intent to help insure the orderly progress of meetings and the fair and equitable treatment of all participants.
- c) Be financially active and in good standing with the Association for a minimum of two years prior to appointment.

SECTION 11: DIRECTOR OF PUBLIC RELATIONS

The Director of Public Relations shall manage the publicity for the Association and shall be broadly responsible for developing and overseeing publicity strategies for the Association and its events and activities. The Director of Public Relations shall:

- a) Be recommended by the President and the recommendation shall be approved by the Board of Directors.
- b) Ensure the brand message is consistent, timely, and relevant.
- c) Coordinate notifications to Alumni, the FVSU communications media, chapter, etc. covering all Association events.
- d) Compile and transmit documents to be published through media sponsored and/or supported by the Association.
- e) Be financially active and in good standing with the Association for a minimum of two years prior to appointment.
- f) Possess the ability to speak promptly and accurately.

- g) Be highly proficient in the written and oral communication.
- h) Chair the Public Relations Committee.

SECTION 12: DIRECTOR OF TECHNOLOGY

The Director of Technology shall manage all technology components and operations within the Association. The Director of Technology shall:

- a) Be recommended by the President and the recommendation shall be approved by the Board of Directors.
- b) Identify the Association's IT needs.
- c) Add updates and enhancements to current computer systems. Recommend procurement of the most appropriate software and hardware to maximize the services to the FVSUNAA members, create database, etc.
- d) Ascertain the most effective use of Teleconference/Telecommunication to the broader audience.
- e) Maintain the Association's Website serving as the "Web Master."
- f) Be highly proficient in computer information systems with a working knowledge of emerging technologies.
- g) Be willing to provide pro-bona information technology services in a timely manner.

SECTION 13: REGIONAL REPRESENTATIVE

Regional Representatives will serve as liaison among chapters in his/her representative region and the Board of Directors.

The Regional Representative shall:

- a) Conduct at least two regional meetings a year.
- b) Assist in establishing new chapters and revitalizing existing chapters.
- c) Assist chapters in coordinating fundraising and recruiting activities.
- d) Aid and stimulate growth and sustainability with chapters in his/her region.
- e) Serve as presiding officer at all regional conferences and call meetings and shall coordinate the activities of the region.
- f) Appoint a host chapter for regional meetings.
- g) Appoint committees and other positions as needed.
- h) Submit reports to the Board of Directors as requested.
- i) Perform any other duties assigned by the Board of Directors.

SECTION 14: THE BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers, appointed officers, and the eight (8) regional representatives.

The Board of Directors shall:

- a) Provide oversight and manage the business of the Association consistent with the vision.
- b) Have the power and authority to act upon Association business between regular meetings.
- c) Provide for the safekeeping and proper investment of funds of the Association.
- d) Receive all standing and ad hoc committee reports.
- e) Conduct and evaluate an annual review of services rendered to the Association.
- f) Oversee the operations of the Association to implement policies and procedures as necessary for the successful operations of the Association.
- g) Meet quarterly.
- h) Oversee the preparation of the agendas for meetings and conferences.

A quorum for business meetings of the Board of Directors shall consist of a majority of the members of the Board of Directors.

ARTICLE II: GOVERNANCE and POWERS

The governing body of the Fort Valley State University National Alumni Association, Inc., shall be known as the Association. The Association shall consist of all financial members.

SECTION 1: The Association shall:

- a) Hold association meetings either scheduled or called in accordance with the Bylaws Article X.
- b) Establish laws, policies, and procedures for the governance of the Association.
- c) Maintain a Board of Directors.

SECTION 2: The Board of Directors

- a) The Board of Directors shall consist of the elected officers, appointed officers, and the eight (8) Regional Representatives.
 - 1) The voting members of the Board of Directors shall be comprised of President, First Vice President, Second Vice President, Recording Secretary, Assistant Recording Secretary, Treasurer, Assistant Treasurer, Financial Secretary, and Eight (8) Regional Representatives.
 - 2) The non-voting members of the Board of Directors shall be comprised of the Parliamentarian, Director of Public Relations, and Director of Technology.
- b) The Board of Directors shall establish rules and standard operating procedures for the conduct of its meetings; and in the absence of any such rules, said meeting shall be conducted according to Robert's Rules of Order, Newly Revised. Any such rules inconsistent with the Constitution and Bylaws shall not be valid.
- c) Nine (9) of the Board of Directors members present shall constitute a quorum. One or more Board members may participate in any regular or special meetings of the Board of Directors through the conference call, video, or similar communication equipment through which all persons participating in the meeting can be seen or heard in real time. Participation in a meeting in this manner by a Board member shall be considered in constituting a quorum.

ARTICLE III: VOTING PRIVILEGES

Any alumni who are current in their dues to the Association shall have voting privileges. To be eligible to vote in a national election, the member must be financially active with the Association at least 30 days prior to the delivery of ballots for the election.

ARTICLE IV: FISCAL YEAR

The fiscal year of the Association shall be January 1st through December 31st. All annual financial statements shall be made in accordance with this fiscal period.

ARTICLE V: NOMINATIONS FOR OFFICE, ELECTIONS, TERM of OFFICE, VACANCIES, RESIGNATIONS, AND REMOVAL OF AN OFFICER OR BOARD MEMBER

SECTION 1: NOMINATIONS FOR OFFICE

The Nominating Committee will receive nomination packages for all open positions.

- a) Nominations for officers should be submitted to the chairperson of the Nominating Committee beginning November 1 and ending no later than December 31.
- b) A chapter, individual, or group of financial alumni may nominate candidates for office.
- c) In the event nominations for an office (s) are not received prior to December 31, nominations can be made from the floor at the May Association Meeting.

SECTION 2: ELECTIONS

Members of the Board of Directors shall be elected by financial members by electronic or mail-in ballots thirty (30) days prior to the Biennial Conference.

- a) Whenever an office has only one candidate running for office, the chair of the nominating committee can declare that candidate is officially elected by unanimous consent or by acclamation.
- b) A candidate must receive a majority (50% plus one) of the votes cast to be elected to an office.
- c) If no candidate receives a majority (50% plus one) of the votes on the first ballot, the two candidates receiving the highest votes will be placed on a second ballot. The candidate receiving the greatest number of votes on the sequent ballot shall be declared the winner.
- d) Whenever an office has no candidate running for the office, the newly elected President shall nominate a member to fill the office, and the appointment shall be confirmed by the Board of Directors.

SECTION 3: TERM OF OFFICE

The term of office for each member of the Board of Directors shall be three (3) years. The term of service shall begin on January 1 with the installation of officers. No member may serve in the same office for more than two (2) consecutive terms.

SECTION 4: VACANCIES

In case the President is unable to complete his/her term of office, the First Vice President shall fill the vacancy. The Second Vice President will assume the role of the First Vice President. The Board of Directors at its next meeting will appoint an interim Second Vice President.

- a) If the unexpired term of the President causes the First Vice President and the Second Vice President to be moved up in position leaving the position of Second Vice President vacant, a special election will be held to elect a new Second Vice President at the annual conference. (This term will expire at the biennial conference.)
- b) In the case other officers are unable to complete their term of office, the President shall nominate members to complete the term, and the appointment shall be confirmed by the Board of Directors.
- c) If an officer/board member chooses not to complete his/her term, he/she must provide a written resignation to the Association.

SECTION 5: RESIGNATIONS

In the event a term is not completed in its entirety, excluding the office of President, the President shall appoint an individual to complete the term. With the approval of the Board of Directors, this individual shall serve the completion of the un-expired term. A permanent replacement will be elected during the next regular election of officers.

SECTION 6: REMOVAL OF AN OFFICER OR BOARD MEMBER

- a) Any Officer who conducts himself/herself in a manner that reflects discredit to the Association or neglects the performance of his/her duties, responsibilities, or oath of office shall be removed from office without cause, by two thirds (2/3) of the elected members of the Board of Directors.
- b) Upon determination that the conduct/condition of an officer warrants removal, a written list of charges shall be presented to said officer requesting a written response within thirty (30) days.
- c) Removal proceedings shall cease upon the resignation of the charged officer.
- d) Any nine members of the Board of Directors shall be empowered to call an emergency session within sixty (60) days for the purpose of removal of an officer.
- e) Any officer/board member who fails to attend two (2) consecutive regular board meetings without excuses may be recommended for removal from their positions by the Board of Directors.

ARTICLE VI: COMMITTEES

SECTION 1: All committees and their members shall be appointed by the President, Membership, or Board of Directors as provided in the bylaws. All appointments must be confirmed by a majority vote of the membership or Board of Directors. All committee appointments serve at the will and pleasure of the President, Membership, or Board of Directors that appointed the committee. No Committee may expend funds or pledge the credit of the Association without approval of the membership or the Board of Directors by majority vote. All Committees must report all action items to the Membership or the Board of Directors for approval.

SECTION 2: STANDING COMMITTEES

All standing Committees shall present an annual operational budget to the Finance Committee. All standing committees should submit reports to the Board of Directors via the electronic platform.

The following committees shall be considered as the standing committees of the Association: Finance, Audit, Nominating, Scholarship, Program, Constitution and Bylaws, Awards and Recognition, Civic Engagement and Advocacy, Fundraising and Sponsorship, Homecoming, Public Relations, Membership, Student Recruitment, Alumni Ambassador, and Technology.

A. FINANCE COMMITTEE

The Finance Committee will consist of the Treasurer, Assistant Treasurer, Financial Secretary, 1st Vice President and three financial members.

The Finance Committee shall:

- a) Provide sound management of the Association's finances and records.
- b) Develop and recommend an operating budget which includes projected revenue and expenses to be approved by the Association.
- c) Receive and review all funding requests for recommendation to the Board of Directors.
- d) Review Association's investments and recommend actions to be taken by the Board of Directors.
- e) Prepare and/or coordinate the submission of all required IRS documents no later than May 15th.
- f) A Subcommittee of the Finance Committee shall be:

- 1) Investment: The Investment Committee establishes processes, policies, and procedures, including internal controls and state investment goals and objective; implements investment strategies; and manages investment risks.

The Board of Directors approves and maintains operational control of the Investment Committee; the Finance Committee maintains administrative control. The Investment Committee reports to the Board of Directors quarterly in collaboration with the Finance Committee.

Composition: This subcommittee is open to all members; however, preference is for members with finance or accounting backgrounds.

B. AUDIT COMMITTEE

The audit committee shall:

- a) Conduct an internal audit of the Association's financial records and internal controls on an annual basis and submit the report to the Board of Directors and the Association members no later than February 28th of each year.
- b) Coordinate an external audit by an independent CPA to be completed no later than ninety (90) days after the Treasurer's term of office ends. The Board of Directors shall approve the proposed external auditor in advance of the audit.
- c) Perform additional duties as assigned by the Board of Directors.

C: NOMINATING COMMITTEE

The Nominating Committee shall be comprised of up to eight (8) regionally elected members and the Chairperson. Each region will elect a representative to the Nominating Committee. The actual number will be determined by the number of active regions at the time of nominating committee elections. Odd number region nominating committee members shall be elected in odd number years. Even number region nominating committee members shall be elected in even number years. The Chairperson of this committee will be nominated and elected at the Biennial Conference. The Nominating Committee shall:

- a) Present the slate of candidates for officers during the May Association meeting.
- b) Verify the eligibility of each nominee distributed for voting.
- c) Recuse themselves from the nominating committee if they decide to run for office.
- d) Create officer/leadership development criteria or activities to foster a more robust pool of candidates for office.

D. SCHOLARSHIP COMMITTEE

The Scholarship Committee will consist of at least one (1) representative from each region and other members.

The Scholarship Committee shall:

- a) Be responsible for the development of criteria for scholarship, types of scholarship, nominations, and shall recommend the selections to the Board of Directors for approval.
- b) Collaborate with the Directors of Public Relations and Technology to announce all scholarship opportunities and recipients.
- c) Be responsible for planning and coordinating scholarship related events.
- d) Coordinate with the University, Association, and Chapters to announce scholarship opportunities and recipients from the respective entities.

E. PROGRAM COMMITTEE

The Program Committee shall consist of the chairpersons and vice chairpersons of the Association's Standing Committees. Chairpersons/coordinators of special committees and ad-hoc committees may also serve as members of the program committee where appropriate and approved by the Association or Board of Directors.

The Program Committee is responsible for providing oversight of the program platform of the Association and subordinate bodies.

The Program Committee shall:

- a) Develop a comprehensive national event calendar in collaboration with the Board of Directors.
- b) Support local chapters by aligning chapter and association event calendars.
- c) Develop long-range planning for meeting sites and dates to be approved by the Board of Directors and ratified by the Association.
- d) Work with the Host Committee to develop and execute Biennial and Alumni Development Conferences.
- e) Assist with the implementation of all programs of the Association, Regions, Chapters, and the University as appropriate; however, the design and implementation of the program will rest with the respective committees, chapters, and other sanctioned groups of the Association.

F. CONSTITUTION and BYLAWS COMMITTEE

The Constitution and Bylaws Committee shall study all proposed Bylaws, Amendments, and Resolutions received from members, Standing Committees, and the Board of Directors.

The Constitution and Bylaws Committee shall:

- a) Review, at least annually, the Constitution and Bylaws, the Policies and Procedures Manual, and other Association adopted rules hereinafter referred to as the Association's governing documents for possible recommendations for changes. Amendments to the Constitution and Bylaws require approval by the membership. Amendments to the Policies and Procedures require approval by the Board of Directors.
- b) Evaluate and make the final recommendations for the establishment or amendment of all proposed Association governing documents. All proposals for the amendment or establishment of the Association's governing documents must be submitted to and evaluated by this committee prior to approval by the appropriate body. Any proposed Association governing document originating from one or more members must be submitted to the Constitution and Bylaws Committee chair, in writing, at least thirty (30) days prior to the meeting.
- c) Ensure that all Association governing documents comply with the principles of parliamentary procedure and are not in conflict with any applicable superseding rules.
- d) Compile and organize all approved Association governing documents and make them available to the membership.

Composition

The Constitution and bylaws Committee shall be chaired by the Association Parliamentarian, who will request volunteers from different Regions to serve on this committee.

G. AWARDS AND RECOGNITION COMMITTEE

The Awards and Recognition Committee shall consist of at least one representative from each of the established regions and other members and shall be responsible for the nomination and award process of the Association.

The Awards and Recognition Committee develops and manages a program of awards and recognition that highlights accomplishment of alumni, volunteers, or any other special programs as assigned.

Subcommittees of this committee may include:

- a) Hall of Fame
- b) Blue and Gold Circle Awards
- c) Alumni Awards and Recognition Program

H. CIVIC ENGAGEMENT AND ADVOCACY COMMITTEE

The purpose of the Civic Engagement and Advocacy Committee is to educate and encourage alumni, elected and appointed officials, students, and members of the community to work together for the betterment of Fort Valley State University by being involved in civic and policy activities to increase organizational capacity and impact. The Civic Engagement and Advocacy Committee will work with FVSU students, alumni, elected officials, and the community to:

- a) Educate on the policies and proposed legislation that impact the minority community.
- b) Encourage people to be involved in the electoral process through voter education and participation.
- c) Promote the quality of life in a community, through both political and non-political process.
- d) Support Fort Valley State University relevance, sustainability viability.
- e) Ensure grassroots lobbying is in communication with the public, directly or through members, to encourage members to act with respect to specific legislation affecting our institution.
- f) Establish a timeline and schedule visits to interact with the local elected officials (Federal, State, County, and City) during the off-session periods.
- g) Collaborate in the planning of the GAAHBSU, and a member of this committee shall be a member of the FVSU committee.

Composition

The Civic Engagement and Advocacy Committee is open to all alumni members.

I. FUNDRAISING AND SPONSORSHIP COMMITTEE

The Fundraising Committee shall consist of the Association's Vice Presidents, the Financial Secretary, Treasurer, and a member from each established Region.

The Fundraising Committee shall plan and implement programs and projects to secure funds as required by the budget and the Association's operations as directed by the President and/or the Board of Directors.

J. HOMECOMING COMMITTEE

The Homecoming Committee will plan and carry out alumni activities during Homecoming weekend. The Homecoming Committee shall:

- a) Serve as liaison and coordinate activities with the University committee on Homecoming.
- b) Coordinate with the Public Relations Committee to promote Homecoming activities and alumni attendance.
- c) Utilize innovative strategies to increase participation in Homecoming and other Association activities.

K. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall be responsible for developing and implementing the overall comprehensive communications and marketing strategy for the Association. The Public Relations Committee shall:

- a) Be responsible for recommending all forms of advertising (print, electronic, audio, etc.) for all alumni events of the Association.
- b) Develop and maintain a style manual for brand management of the Association.
- c) Work with the Director of Technology and the Technology Committee to manage all social media platforms and campaigns.
- d) Assist chapters with promoting chapter events through the Association's various means of communication.

Composition

The Public Relations Committee shall consist of the Director of Public Relations, the Assistant Recording Secretary, a representative from the Technology Committee, the director of alumni relations and at least one representative from the established regions. The Director of Public Relations will chair the committee and recruit financial alumni members with good communications and computer graphic skills to volunteer for this committee.

L. MEMBERSHIP COMMITTEE

The Membership Committee shall:

- a) Plan, implement and coordinate all membership activities (Regular, Life, Associate, and Honorary members) to assure that all eligible persons are recruited and retained as members of the Association.
- b) Recruit alumni and associate members and other significant persons to increase the Association membership.
- c) Develop a strategy for retaining current members and reclaiming inactive members.
- d) Develop and maintain an accurate roster of all members by categories to contribute to a complete database.
- e) A subcommittee of the Membership Committee may be:
 - 1) Student Engagement: This subcommittee will foster student to alumni development by working with the Alumni Office and the Student Government Association to enhance

awareness to the students and young alumni of their lifelong connection to the Association.

Composition

The Membership Committee will consist of the Second Vice President, Financial Secretary, the elected Regional Representatives, and other alumni members.

M. STUDENT RECRUITMENT

The Student Recruitment Committee will work collaboratively with the University's personnel to recruit students to attend the University.

The Student Recruitment Committee shall:

- a) Increase awareness and knowledge of Fort Valley State University to prospective students.
- b) Develop a personal relationship between prospective students, parents, alumni organizations, community leaders, and recruiters.
- c) Coordinate with the University for all student recruitment programs.
- d) Attend training provided by the Office of Admissions, Alumni Relations, and the National Alumni Association.
- e) Provide alumni with recruitment training.
- f) Plan and coordinate all recruiting programs and activities for the Association's recruitment of students for academics and athletic programs of the University with the appropriate University official.

Composition

The Student Recruitment Committee shall consist of First Vice President, Assistant Treasurer, the elected regional representatives, and other members.

N. ALUMNI AMBASSADOR COMMITTEE

Alumni Ambassador Committee shall consist of volunteers ready to assist and help with events, programs, projects, and the alumni relations office. The members must have a commitment to serve, a willingness to work, and availability.

Composition

The Alumni Ambassador Committee is open to all alumni.

O. TECHNOLOGY COMMITTEE

The Technology Committee will consist of the Director of Technology, a representative from the Public Relations Committee, an information technology specialist from each region, and the Assistant Recording Secretary. The Technology Committee shall perform the following duties:

- a) Research, review, and recommend methodology for the delivery of content.
- b) Recommend procurement of the most appropriate software and hardware to maximize the services to the Association members, create databases, etc.
- c) Ascertain the most effective use of teleconference/ videoconference to the broader audience.
- d) Recommend the utilization of the most effective information technologies.
- e) Manage the Association's social media platforms.
- f) Maintain Web Site serving as the national "Web Master."
- g) Review existing media and technology programs to determine their validity for use by the Association.

SECTION 3: SPECIAL AND AD HOC COMMITTEES

There may be other Special Committees that the President shall create and appoint, with approval by majority vote of the Board of Directors, to handle unique matters of the Association. These special committees shall perform functions as determined by the President or the Board of Directors.

ARTICLE VII: REGIONS

SECTION 1: The Association shall be divided into eight (8) Regions which will consist of States, Counties, US territories, and Countries. Each Region shall have one representative, elected by the financial members of that Region, who shall serve on the Association Board of Directors as the Representative and shall be the liaison for all Chapters in that Region. Voting for Regional Representative shall be restricted to member delegates of the individual Regions, providing the nominees meet the same requirements as stated in voting for national officers. The Regions are:

1) NORTHERN GEORGIA REGION I - Counties of Banks, Barrow, Bartow, Burke, Butts, Carroll, Catoosa, Chattooga, Cherokee, Clarke, Clayton, Cobb, Columbia, Coweta, Dade, Dawson, DeKalb, Douglas, Elbert, Fayette, Fannin, Floyd, Forsyth, Franklin, Fulton, Gilmer, Gordon, Greene, Gwinnett, Hall, Haralson, Habersham, Hancock, Hart, Heard, Henry, Jackson, Jasper, Jefferson, Lamar, Lincoln, Lumpkin, Madison, Meriwether, McDuffie, Morgan, Murray, Newton, Oconee, Oglethorpe, Paulding, Pickens, Pike, Polk, Putnam, Rabun, Richmond, Rockdale, Spalding, Stephens, Taliaferro, Towns, Troup, Union, Walker, Walton, Warren, White, Whitfield, and Wilkes.

2) CENTRAL GEORGIA REGION II – Counties of Baldwin, Bibb, Bleckley, Bulloch, Candler, Chattahoochee, Crawford, Crisp, Dooly, Dodge, Effingham, Emanuel, Glascock, Harris, Houston, Jefferson, Jenkins, Johnson, Jones, Laurens, Macon, Marion, Monroe, Muscogee, Peach, Schley, Screven, Stewart, Sumpter, Talbot, Taylor, Treutlen, Twiggs, Upson, Wilkinson, Washington, and Webster.

3) SOUTHERN GEORGIA REGION III – Counties of Appling, Atkinson, Baker, Bacon, Ben Hill, Berrien, Brantley, Brooks, Bryan, Chatham, Calhoun, Camden, Charlton, Clay, Clinch, Coffee, Colquitt, Cook, Decatur, Dougherty, Early, Echols, Evans, Glynn, Grady, Irwin, Jeff Davis, Lanier, Lee, Liberty, Long, Lowndes, McIntosh, Miller, Mitchell, Montgomery, Pierce, Pulaski, Quitman, Randolph, Seminole, Tattnall, Telfair, Terrell, Thomas, Tift, Toombs, Turner, Ware, Wayne, Wheeler, Wilcox, and Worth.

4) SOUTHEASTERN REGION IV- Alabama, Arkansas, Florida, Indiana, Kentucky, Louisiana, Michigan, Mississippi, North Carolina, South Carolina, and Tennessee.

5) NORTHERN ATLANTIC REGION V- Connecticut, Delaware, Maine, Massachusetts, New Hampshire, Ohio, Pennsylvania, Rhode Island, Maryland, New Jersey, New York, Vermont, Virginia, Washington, D.C., and West Virginia.

6) MID-WESTERN REGION VI- Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, South Dakota, Texas, and Wisconsin.

7) WESTERN REGION VII- Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming

8) INTERNATIONAL REGION VIII- Africa, Asia, Pacific Islands, Bahamas, Bermuda, Puerto Rico, U. S. Virgin Islands, American Samoa, Northern Marina, Guam, Canada, Central America, Europe, South America, and the West Indies.

ARTICLE VIII: CHAPTERS

SECTION 1: The Association shall consist of Alumni Chapters.

- a) Chapters may be established with five (5) or more alumni and shall include at a minimum the President, Vice President, Recording Secretary, and Treasurer.
- b) Each Chapter shall bond the Financial Secretary, Treasurer, President, and others who handle funds. The original bonds shall be retained in the chapter files. Chapters shall promptly provide a copy of the bond to the Association office.
- c) Each new Alumni Chapter or reactivated chapter shall adopt Bylaws which are consistent with the Bylaws of the Association within ninety (90) days after being chartered or reactivated.
- d) The Recording Secretary of each Alumni Chapter shall upload to the Association the following information to an online electronic storage place:
 - 1) Membership Data (by the 10th each month)
 - 2) Financial Position to include end of year bank statements for all accounts, end of the year chapter financial reports, and fundraising activity (no later than January 31st each year)
 - 3) Death of Members (within seven (7) days of each occurrence)
 - 4) Chapter Bylaws (within 60 days of each revision)
 - 5) Chapter operating plan to include the upcoming year's operating budget, programs, projects, and calendar events for the upcoming year (no later than January 31st each year)
- ⌘ It is mandatory for each Chapter to have at least one representative in attendance at the scheduled Association Meetings.
- g) Chapters shall be allowed to maintain a balance to cover upcoming program activities, scholarships, and other recurring chapter operating expenses. This amount shall be validated by the Finance Committee based on the Chapter's proposed Program calendar.
- h) National membership dues shall be paid at a date set by the Board for each year.
- i) Chapters are prohibited from participating in partisan politics or supporting political candidates.

SECTION 2: DISCIPLINE

The Bylaws of the Chapters shall not conflict with those of the Association.

- a) A Chapter or member may be suspended or expelled for failing to abide by the Bylaws of the Association.
- b) A Chapter or member may appeal his/her/its suspension or expulsion to the Board of Directors of the Association.
- c) A Chapter or member may appeal the decision of the Board of Directors to the body (Association) at the next scheduled Association Meeting.

SECTION 3: CONDUCT

All Chapters and its members shall conduct themselves in a manner which represents the best interest of the University. To maintain in good standing, a chapter must:

- a) Maintain a minimum of 5 active and financial members and report the same to the Financial Secretary by April 15th of the calendar year.
- b) Submit a current Chapter Directory to the National Recording Secretary.
- c) File its current adopted Constitution and Bylaws with the National Recording Secretary.
- d) Send member representation to the Annual National Meeting as outlined in the Bylaws.
- e) Fulfill all other Chapter financial and reporting obligations to the Association.

ARTICLE IX: MEMBERSHIP

SECTION 1: MEMBERSHIP ELIGIBILITY

Eligibility for membership of the Association shall consist of anyone who has attended Fort Valley State College or Fort Valley State University for at least one academic term and left in good standing, and any friends, and supporters of the institution.

- a) A member shall be in good financial standing at the national level to be an active member of the Association.
- b) Membership status is conferred annually upon payment of dues for the calendar year which begins on January 1 and ends on December 31. Membership dues are due at the beginning of the year.

SECTION 2: MEMBERSHIP CLASSIFICATIONS

There shall be four (4) classifications of membership: Regular, Life, Associate, and Honorary.

- a) Regular Membership: Any former student of The Fort Valley State University or any former institutions, which merged for the establishment thereof. A regular member may or may not be a member of a local chapter but is highly encouraged to.
- b) Life Membership: Any person who is eligible for regular membership may become a life member by paying an amount recommended by the Board of Directors and approved by the Association. Once a person becomes a life member, he/she no longer pays national dues. However, he/she shall continue to pay local dues annually, as specified by his or her respective chapter. A life member may or may not be a member of a local chapter but is highly encouraged to.
- c) Associate Membership: Any friend or supporter of the Fort Valley State University may become an Associate member upon payment of applicable membership dues. An associate member shall have voting privileges, but cannot hold an elected office at the national level.
- d) Honorary Membership: Any person other than the one who qualifies for active membership, and who has made significant financial or material contributions to the Institution or the Association or who has rendered notable service to the Association or the University. Nominations or recommendations are to be made to the Board of Directors and approved by the Association.

SECTION 3: MEMBER OBLIGATIONS

Members will conduct themselves in accordance with the policies, rules, and regulations of the Association while representing the Association and participating in Association activities.

ARTICLE X: MEETINGS

SECTION 1: ASSOCIATION MEETINGS

The Association shall have two (2) meetings per year at a time and place as designated by the Board of Directors during the month of May and the month of September or October.

SECTION 2: ASSOCIATION CONFERENCES

- a) Biennial Conference: This conference shall be conducted at a time and place as designated by the Board of Director, during the even number years. This conference is designed for the transaction of all business as legislated by the Association.
- b) Alumni Development Conference: This conference shall be conducted at a time and place as designated by the Board of Directors, during the odd number years. This conference is designed for workshops, Association enrichment, committee meetings, and/or fellowship.

SECTION 3: SPECIAL CALLED MEETINGS

A Special Called Meeting may be called by the Board of Directors, President, or ten (10) financial chapters upon a fourteen (14) day notice to all persons entitled to vote specifying the general purpose of such meetings.

SECTION 4: REGIONAL MEETINGS

The Regions shall hold at least one meeting annually.

ARTICLE XI: FINANCES

SECTION 1: The Association shall be financed by the dues and fees from its membership and other forms of revenue-generating activities set forth.

- a) Each member of the Association shall pay annual dues to the Association as legislated by the Board of Directors and which shall be renewable on a fiscal year cycle.
- b) The dues and/or fees of any Chapter shall be set by a majority vote of the membership of the Chapter. All Chapters are required to pay annual fees to the Association. The Chapter fees shall be assessed by the Board of Directors and approved by the Association.
- c) All checks for the Association shall be written and signed by the Treasurer and co-signed by the President or Recording Secretary in the absence of the President.

SECTION 2: FISCAL YEAR

The fiscal year of the Association shall be January 1st through December 31st of the succeeding year.

SECTION 3: BONDING

The Financial Secretary, Treasurer, Assistant Treasurer, President, Alumni Office Clerical Assistant, and others who handle funds shall be suitably bonded. The original bonds shall be retained in the files of the Association.

ARTICLE XII: RECORDS and REPORTS

Records and reports of the Association shall be maintained in an electronic and/or physical storage in accordance with the established procedures manuals.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The Parliamentary Authority shall be as provided in the current edition of Robert’s Rule of Order, Newly Revised and shall govern the Association and the proceedings of all meetings in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and Special Rules of Order the Association may adapt.

Unless provided otherwise by the Parliamentary Authority or by these laws, all elections and questions shall be decided by a majority of the votes casted.

ARTICLE XIV: QUORUM

The quorum for the Association business meetings shall consist of twenty-five (25) financial members of which five (5) must be elected officers.

ARTICLE XV: AMENDMENTS

SECTION 1: Any proposed amendments to the Bylaws shall be submitted in writing to the Constitution and Bylaws Committee no later than February 1 of each year. The Board of Directors shall ensure that all chapters and Association members receive proposed amendments thirty (30) to forty-five (45) days before the annual May business meeting. Amendments shall be available electronically for review prior to the annual May business meeting. Bylaws may be amended at the May business meeting by a two-thirds (2/3) majority vote of the financially active members present, and voting and shall become effective immediately following the adjournment of the May business meeting at which the amendments are adopted.

SECTION 2: The presenter of the Amendment shall present the proposed amendment in the proper format described in the current edition of Robert's Rules of Order, Newly Revised with the following information: Name of the person proposing the changes, chapter affiliation (if applicable), the current Bylaw's wording containing article, section, etc., the proposed amendments, and the rationale for the change.

ARTICLE XVI: DISSOLUTION

Upon the dissolution of a Chapter, the records and all funds shall be vested to the Association by the chapter officers within ninety (90) days of the dissolution.

APPENDICES:

APPENDIX A: University System of Georgia Board of Regents Guiding Principles for Cooperative Organizations

APPENDIX B: Standard Operating Procedures Manual (under revision)

APPENDIX C: Financial Procedures Manual (under development)

APPENDIX D: Standing Rules (under development)

APPENDIX E: Organizational Chart

APPENDIX F: Regional Map