

CONSTITUTION & BY-LAWS
OF THE
GREATER COLUMBIA CHAPTER
SOUTH CAROLINA STATE UNIVERSITY NATIONAL
ALUMNI ASSOCIATION, INCORPORATED

ARTICLE I

Name

The official name of this organization shall be the Greater Columbia Chapter (hereinafter "Chapter") of South Carolina State University National Alumni Association, Incorporated (hereafter National Association).

ARTICLE II

Purposes and Objectives

The objectives and purposes of this Chapter shall be to develop and maintain the spirit of the University; disseminated knowledge; cement the bonds of fellowship and loyalty to the University; promote education and scholarship; develop an appreciation of our culture; form and establish a closer inter-relationship between the University, its graduates, faculty, student body, and the communities served by the University.

ARTICLE III

Office

The principal office of the Chapter shall be located in the Greater Columbia Metropolitan area, of Columbia, South Carolina.

ARTICLE IV

Membership

Section 1

Chapter Membership The Chapter shall be open to all graduates of the University and to those individuals who have matriculated at the University for a minimum period of one year.

Section 2

Associate Membership or Bulldog Supporter shall be any person who exemplifies interest and desires to promulgate the objectives of the Chapter as set forth in Article II.

Section 3

Voting Membership. Each person, as prescribed by Sections (1) and (2) of this Article, who has met his/her financial obligations, shall have the right of one vote upon each matter submitted to a vote at a meeting of the Chapter.

ARTICLE V

Dues

The Chapter's annual membership dues are payable during each fiscal year. Local dues will be established by the recommendation of the Executive Board pending approval by the general membership. The amount of local dues will include the assessment for national dues as established by the South Carolina State University National Alumni Association, Incorporated (hereafter National Association).

ARTICLE VI

Officers

Section 1

Number -- The officers of this Chapter shall be President, First Vice- President, Second Vice- President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, and Chaplain.

Section 2

Election and Tenure of Officers -- The officers shall be elected for a term of two (2) years and shall be installed as the last order of business during the last meeting of the fiscal year.

Section 3

Removal -- Any officer may be removed by a vote of two-thirds (2/3) of a majority membership present at any regularly scheduled or call meeting for that specific purpose. The persons voting upon removal of an officer must be eligible to vote pursuant to Article IV, Section 3.

Section 4

Action to Remove -- An action to remove an officer must be submitted in writing and brought to the attention of the Chapter by not less than twenty-five percent (25%) members eligible to vote, as prescribed by Article IV, Section 3, at a regularly scheduled or call meeting for that purpose. No removal vote shall be taken prior to the next regularly scheduled meeting or call meeting for such purpose.

Section 5

Vacancies--

a) In case of a vacancy in the office of the President, the First Vice-President shall become the President. In the case of a vacancy in the office of the First Vice-President, the Second Vice-President becomes the First Vice-President.

b) A vacancy in any other office because of death, resignation, removal, disqualification or otherwise, may be filled by appointment from the President with the advice and consent of the Executive Committee for the unexpired term of the office.

ARTICLE VII

Duties of Officers

Section 1

President--The President shall preside at all meetings of the Chapter. He/she shall call special meetings of the Chapter when required and shall transmit reports, plans and recommendations of the Chapter. The president shall have the day-to-day operational responsibility of the Chapter, including fiscal oversight; act as spokesperson for the Chapter; and shall, with the assistance of the Corresponding Secretary, prepare the agenda for the Chapter Meetings. The President or his/her designee shall represent the Chapter at any meetings of the National Association.

Section 2

First and Second Vice-Presidents -- The respective Vice- Presidents shall serve as President in the absence of the President, exercise authority and carry out any functions designated by the President.

Section 3

Recording Secretary-- The Recording Secretary shall record the proceedings of all official meetings of the Chapter and act as Corresponding Secretary in his/her absence.

Section 4

Corresponding Secretary -- The Corresponding Secretary shall write all letters for the President and act as Recording Secretary in his/her absence.

Section 5

Financial Secretary -- The Financial Secretary shall receive and record all finances and forward such finances to the Treasurer; keep and maintain financial records, including both receipts and disbursements; and shall make a report at each monthly meeting of the Executive Board.

Section 6

Treasurer -- The Treasurer shall receive all finances from the Financial Secretary, provide a receipt of such transaction(s), deposit the finances to the credit of the Chapter, and keep records of all transactions. All checks must bear the signature of any two of the following; President, Financial Secretary and/or Treasurer.

Section 7

Parliamentarian-- The Parliamentarian shall advise the President and other officers, committees and members of parliamentary procedure. He/she serves in a purely advisory capacity.

Section 8

Chaplain --The Chaplain shall facilitate the spiritual wellness of the Chapter, including but not limited to citing or leading invocations at the commencement of meetings or other events. The Chaplain shall also be an active member of the Hospitality Committee.

Section 9

Limitations of Officers -- No person shall hold two (2) offices concurrently.

Section 10

No office shall be held by a person who has not paid membership dues for the fiscal year in which he/she will serve.

ARTICLE VIII

Meetings

Section 1

Regular-- The regular meetings of the Chapter shall be held on the Second Monday of each month unless otherwise scheduled by the Chapter or by the Executive Board.

Section 2

Special-- Special meetings can be called by the President, Executive Board, or upon the written request of at least ten percent (10%) of the members eligible to vote. Such requests from Chapter members must be written, provided to the President and must state the purpose(s) of the proposed meeting.

Section 3

Quorum--A Quorum shall consist of one-third (1/3) of the Chapter membership entitled to vote (as prescribed in Article IV, Section 3), represented in person or by proxy.

Section 4

Proxies -- At all meetings, a member may vote in person or by proxy executed in writing by the member or his/her duly authorized power of attorney. Such proxy shall be filed

with the Recording Secretary of the Chapter before or at the time of the meeting. No proxy shall be valid when the eligible member is physically present at the meeting.

ARTICLE IX

The Executive Board

Section 1

The officers of the Chapter shall constitute the Executive Board

Section 2

The Executive Board shall have general supervision of the Chapter between its business meetings, schedule the hour and place of meetings, make recommendations to the Chapter, and shall perform such other duties as are specified in the By-laws.

Section 3

Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held the week prior to the regular Chapter meetings. Special meeting may be called or scheduled by the President or upon the written request of three members of the Board.

ARTICLE X

The Executive Committee

Section 1

The Executive Committee shall consist of all Chapter Officers and the chairpersons of each standing committee.

Section 2

The duties of the Executive Committee shall be to meet with the Executive Board at its request.

ARTICLE XI

Chapter Committees

Section 1

Nominating -- One month prior to the annual meeting of each odd year, the Nominating Committee shall submit an official slate or roster of names for the various Chapter offices, as prescribed in the By-laws.

Section 2

Fund-raising -- The Fund-raising Committee shall plan events during the fiscal year to raise sufficient capital to assist in carrying out the business of the Chapter. At least two (2) fund- raising events shall be undertaken during each fiscal year.

Section 3

Membership -- It shall be the duty of this Committee to increase the membership of the Chapter by developing ways and means to attract new individuals to the Chapter while maintaining current membership.

Section 4

Alumni House --This Committee is responsible for researching the feasibility of securing an alumni house for this Chapter; shall monitor the operation of the house; supervise the maintenance of the Alumni House; and shall make periodic reports to the Executive Board to include recommendations for improvements to the Alumni house.

Section 5

Constitution and By-Laws -- It shall be the responsibility of the Constitution and By-laws Committee to keep abreast of any amendments or other changes to the Constitution and By-laws of the National Association and ensure that Constitution and By-Laws of the local Chapter are not inconsistent with the Constitution and By-laws of the National Association.

Section 6

Hospitality --The Hospitality Committee shall be responsible for the expression of support to members and friends of the Chapter and National Association on the occasion of life altering circumstances, including but not limited to the following; marriage, illness, death, other rites of passage, etc. The Chaplain shall be an active member of this committee. When deemed appropriate, the Hospitality Committee shall coordinate its activities with the Social Committee.

Section 7

Political Action Committee -- The Political Action Committee shall be responsible for monitoring all legislation and political activities that will influence the interest of the University and relay such information to the Chapter. This committee shall also, with the approval of the Chapter, organize political activities that will influence favorable outcomes for the University.

Section 8

Public Relations Committee -- The Public Relations Committee shall be responsible for delivering, via various methods, information to the general public regarding the Chapter and the university. This committee shall promote the spirit of the University and its alumni. It will also be responsible for developing and maintaining the Chapter web page.

Section 9

Social Committee. The Social Committee shall be responsible for planning activities of a purely social nature for the Chapter members and their families. The activities will include but are not limited to receptions after meetings, chapter hosted receptions (hospitality rooms) for visitors during university related events held in the Greater Columbia area, receptions held in conjunction with other entities of the National Alumni Association or the University, etc. When deemed appropriate, the Social Committee shall coordinate its activities with the Hospitality Committee.

Section 10

Student Recruitment -- The Student Recruitment Committee shall be responsible for planning events/activities to promote student interest in the University.

Section 11

It shall be the duty of all committees to have both a chairperson and a secretary and to make a written report to the Executive Committee at its regularly scheduled meetings.

Section 12

Each committee may have five (5) members, with the exception of the Membership and Fund- raising Committees, which may have seven (7) members.

Section 13

A majority of the members present at a committee meeting shall constitute a quorum.

Section 14

No person may serve as chairperson of a committee or member of a committee who has not paid membership dues for the fiscal year in which he/she will serve.

ARTICLE XII

Contracts and Loans

Section 1

Contracts -- The Executive Board may enter into any contract or execute and deliver any instrument in the name of or on behalf of the Chapter, provided this is authorized by a majority vote of the Chapter.

Section 2

Loans -- No loans shall be contracted on behalf of the Chapter and no evidence of indebtedness shall be issued in the name of the Chapter unless authorized by a majority vote of the Chapter.

ARTICLE XIII

Fiscal Year

The fiscal year of the Chapter shall be from the first (1st) day of June through the thirty-first (31st) day of May of any given year.

ARTICLE XIV

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and which are not inconsistent with the Chapter By-laws.

ARTICLE XV

Amendment of By-Laws

These By-laws may be revised, amended or repealed and new By-laws may be adopted by a two-thirds (2/3) vote of the voting members present, provided that the recommended change is submitted in writing to the President or Recording Secretary at the previous regular meeting.

This signature page serves as Appendix to the 2003 revision of the Bylaws of the Greater Columbia Chapter, South Carolina State University National Alumni Association, Incorporated. The original document was previously approved by Chapter vote in the year 2003; however, no signature page was attached to the document at that time. The signatures as listed below are of the Chapter officers for the period June 1, 2009 through May 30, 2011. None of the individuals served as an officer as of the effective date of the 2003 revision.

Jacquelyn N. Cunningham
President

Date

Celeste Moore,
First Vice President

Date

Wanda H. Beatty
Second Vice President

Date

LaVon Simpson
Recording Secretary

Date

Brenda T. Jenkins
Corresponding Secretary

Date

Paulette Ledbetter
Financial Secretary

Date

Donald Thomas
Treasurer

Date

Rodney C. Jenkins
Parliamentarian

Date

Harrison Rearden
Chaplain

Date