

CONSTITUTION OF THE KENTUCKY STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION

Article I. Name

The name of the association shall be the Kentucky State University National Alumni Association.

Article II. Purpose

The purpose of the Association shall be the mission of the Kentucky State University National Alumni Association, which is to promote a spirit of cooperation and to preserve the university's values, traditions and heritage that will support the university's mission and vision. The vision of the Kentucky State University National Alumni Association is to be a globally recognized alumni association that has a historically black university perspective, that is financially independent and that uses its resources to promote the land grant status and programs of Kentucky State University.

Article III. Offices

Section 1. Principal Office

The principal office of the Association shall be located at Kentucky State University in the Office of Alumni Relations.

Section 2. Record

The books of record of the Association, except as otherwise required by law, shall be kept at such office of the secretary and/or treasurer of the Association as may be designated by a majority of membership. The books of record shall be available to members of the Association for viewing upon written request.

Article IV. Membership

Section 1. Regions

The Association shall consist of seven geographical regions as follows: Northwest, Midwest, Northeast, Southwest, Central, Kentucky and Southern. The Northwest region is composed of Alaska, Washington, Oregon, Idaho, Montana, Wyoming, North Dakota, South Dakota and Nebraska. The Midwest region is composed of Minnesota, Wisconsin, Iowa, Michigan, Illinois, Missouri, Indiana and Ohio. The Northeast region is composed of Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, New Jersey, Maryland, Delaware, Virginia, West Virginia and the District of Columbia. The Southwest region is composed of California, Nevada, Utah, Arizona and Hawaii. The Central region is composed of Colorado, New Mexico, Texas, Kansas and Oklahoma. The Kentucky region is composed solely of Kentucky, and the Southern region is composed of Tennessee, Arkansas, Alabama, Georgia, Louisiana, Mississippi, North Carolina, South Carolina and Florida.

Section 2. Chapters

One local chapter may be established within the same city. Membership shall be extended to a 50-mile radius of the city limits. A minimum of seven (members) will be necessary to petition for a chapter charter. The petition for a charter shall include the signatures of each graduate.

Section 3. Full Membership

Full membership shall be open to any person not currently enrolled at Kentucky State University in an associate or a bachelor's degree program but who has attended Kentucky State University for at least one semester. Upon written application and payment of dues, full members are entitled to vote and hold office.

Section 4. Associate Membership

Associate membership shall be open to all persons who are interested in the activities and welfare of the university, alumni and/or Association. Upon written application and payment of dues, associate members may vote in committees to which they are appointed.

Section 5. Honorary Membership

Honorary membership shall be open to outstanding persons in recognition of their achievement on a local, regional, national or international level in the advancement of the university or Association. Recommendations for honorary members shall be made to the Executive Committee in writing. Approval as an honorary member shall require a two-thirds vote of full members at any of the regularly scheduled business meetings.

Section 6. New Graduate Membership

Membership in the Association shall be complimentary to all graduates during the first fiscal year following graduation.

Section 7. Dues

Dues for each category of membership in the Association shall be in an amount established by the Finance Committee and reviewed by the Executive Committee for recommendation to the General Assembly.

Article V. Fiscal Year

The fiscal year of the Association shall be for the period beginning July 1 and ending June 30.

Article VI. Officers

Section 1. Number of Officers

The officers of the Association shall reflect a broad range of skills, interests, including alumni participation, abilities and backgrounds from the membership. There shall be five officers, namely a president, vice president, recording secretary, treasurer and member at large.

Section 2. President

The president shall supervise all functions of the Association as directed by the Executive Committee or full membership, preside over all Executive Committee meetings and general meetings of the General Assembly, appoint committee chairpersons, appoint a chairperson and members of the Nominating Committee by January 1 of the election year, represent or appoint a designee to represent the Association at all special events and supervise the functioning of all committees.

Section 3. Vice President

The vice president shall perform the functions of the president in his or her absence and perform such other functions as the president or general membership may assign.

Section 4. Recording Secretary

The recording secretary shall record all minutes of national meetings, record all minutes of Executive Committee meetings, copy and disseminate all minutes to each active chapter, correct all minutes as needed and present the minutes from the prior meeting at each Executive Committee and General Assembly meeting.

Section 5. Treasurer

The treasurer shall be the chairperson of the Finance Committee, keep accurate records of financial receipts and monies disbursed and make reports to the Executive Committee and general body of all financial transactions.

Section 6. Member at Large

The Member at Large will represent all non-affiliated chapter members of the Kentucky State University National Alumni Association as a member of the Executive Committee and shall perform such duties as assigned by the Executive Committee. Candidates for the office of Member at Large shall not be affiliated with a chapter of the Kentucky State University National Alumni Association, nor live within a reasonable proximity of a chapter.

Section 7. Term of Office

The term of office for all elected officers shall be two years. However, the president may serve a term of office not to exceed three consecutive terms.

Section 8. Vacancies

The president may recommend to the Executive Committee a suitable replacement to fill any unexpired term of office at any meeting. A majority of the officers present is necessary to affirm the appointment.

Section 9. Removal from Office for Failure to Participate

In the event that an officer is absent from three consecutive Executive Committee meetings without excuse, the president shall advise the Executive Committee. After determining the reason(s) for such absences, dilatory officers may be removed by a vote of a majority of the members of the Executive Committee.

Section 10. Removal for Cause

Any officer may be removed for just cause at a meeting of the Executive Committee by a majority vote of members in attendance. Just cause shall include, but not limited to, failure to attend three consecutive meetings without excuse, incurring liability on behalf of the Association without permission from the Executive Board and misappropriation of funds.

Section 11. Conflict of Interest

Officers shall have no financial interest in the assets, business interest or professional services of the Association unless such relationship has been disclosed. Upon full disclosure of such interest, an officer must refrain from voting on any matter in which he or she has a financial or professional interest.

Article VII. Executive Committee

Section 1. Membership on the Executive Committee

The Executive Committee shall consist of all elected officers of the Association, the elected national member at large, regional presidents, past national presidents and local chapter presidents. The director of alumni relations shall be an ex-officio member of the Executive Committee. The chairperson of the Executive Committee shall be the Association president.

Section 2. Duties of the Executive Committee

The Executive Committee shall manage and control the affairs of the Association, shall fill any vacancy pending election, approve and issue all charters, notify financial members of all proposed changes to the constitution, certify all elections, conduct any special meetings and respond to all emergencies affecting the Association.

Article VIII. Committees

Section 1. Standing Committees

The Association shall have the following committees: (1) Executive, (2) Finance, (3) Program, (4) Nominating and (5) Membership.

Section 2. Other Committees

The Executive Committee, by resolution, shall create such special committees as deemed necessary. Each committee shall have such power and perform such duties not inconsistent with the law as may be delegated to it by the Executive Committee. The committee serves at the pleasure of the president and may be disbanded upon completion of its assignment. Any committee vacancies may be filled by the president.

Section 3. Chairpersons

The chairperson of each standing committee must be a member of the Executive Committee. The chairperson of the Executive Committee shall be the president. The chairperson of the Program Committee shall be the vice president. The chairperson of the Finance Committee shall be the treasurer. The president shall appoint co-chairpersons as needed.

Section 4. Executive Committee

The Executive Committee shall perform such functions consistent with Article VI of this Constitution.

Section 5. Finance Committee

The Finance Committee shall develop the annual budget and establish membership dues and other fees of the Association for each fiscal year to be adopted at the May General Assembly.

Section 6. Program Committee

The Program Committee shall design and establish programs and other activities that will facilitate achieving the leadership goals of the Association: (1) Increased membership and chapters, (2) Increased support for Kentucky State University and (3) Increased effectiveness in leading the National Alumni Association. These programs and activities shall include but not be limited to: Executive Committee workshops, biannual summer weekend conferences, class reunion activities, cooperative student development programs and leadership development workshops for local chapters. The Program Committee shall establish and maintain supportive relationships with local chapters and regional leaders in the deliverance of national programs.

Section 7. Nominating Committee

The Nominating Committee shall compile, from the written nomination, the slate of officers which shall consist of Association members who are eligible to serve in elected and appointed positions of the Association, and compile the results of any election. The president shall appoint a Nominating Committee by January 1 of an election year.

Section 8. Membership Committee

The Membership Committee shall work to increase and retain the Association's membership and local chapters via the invigoration and modification of the existing recruitment strategy, and expanded coordination with local chapter leaders, regional and national officers. The committee will develop specific recruitment plans for specific locations.

Section 9. Meetings of Committees

Subject to the provisions of these regulations, the committees shall fix their own rules of procedure and shall meet as provided by such rules or by resolution of the officers or at the will of the president or chairperson of the committee. All committee meetings shall be governed by the most recent *Robert's Rules of Order*.

Section 10. Reports

The chairperson of each standing committee or his or her designee shall provide a written report at all meetings.

Article IX. Meetings**Section 1. Number of Meetings**

The Association shall have two regularly scheduled General Assembly meetings at Homecoming and Commencement. Special meetings may be called by the Executive Committee whenever deemed necessary.

Section 2. Notice of Homecoming and Commencement Meetings

All financial members shall be given written notice of the meetings at least 60 days prior to the time that it is convened.

Section 3. Notice of Special Meetings

Written notice of all special meetings shall be sent to each member not less than 30 days before the date set for any such meeting. All notices of any special meeting shall state the purpose of the meeting and/or the program to be presented at the meeting.

Article X. Elections**Section 1. Scheduling of Elections**

Elections shall be held during even-numbered years at the Commencement General Assembly. All elected officers shall be installed and officially assume their duties at the close of the Commencement General Assembly.

Section 2. Eligibility for Candidate

The candidate for election must be a financial member of the Association.

Section 3. Nominations

Only members of the Association may nominate a candidate for office by written petition containing the signatures of at least 10 full members and a description of the candidate's credentials. All petitions for office shall be submitted to the director of alumni relations by September 15 of the prior year in which the election is to be held.

Section 4. Slate of Officers

The Nominating Committee shall prepare a slate of officers for the election and submit such slate to the General Assembly at the Homecoming meeting. Persons not on the slate may petition to run for an office by January 15, following the procedure in Section 3. The Nominating Committee shall prepare a ballot of candidates for all contested races and mail the ballot and slate to all financial members 30 days prior to the election.

Section 5. Casting of Votes

All financial members may vote by mail. Ballots received by the Nominating Committee one week before the election will be accepted.

Section 6. Certification of Election Results

The Nominating Committee shall be responsible for counting the ballots. The results shall be presented to the Executive Committee for certification. Any candidate may send a representative to observe the certification process. The results shall be read at a time designated by the president. The successful candidate(s) shall be sworn in during the meeting.

Article XI. Rules of Procedure

The rules of procedure at meetings shall be governed by *Robert's Rules of Order*, the latest book on parliamentary procedure, to the extent that such rules are not inconsistent with these constitutional provisions.

Article XII. Amendments

Amendments to this Constitution shall be proposed, in writing, by any member of the Association. All submissions shall be referred to the Executive Committee, which shall review and make recommendations to the General Assembly. The Executive Committee must provide notice to all full members of proposed changes to the Constitution 60 days prior to the meeting at which votes will be cast. Amendments may be adopted and become effective immediately when approved by two-thirds of financial members who have cast votes by mail or are present at the next General Assembly meeting.

Article XIII. Dissolution

In the event of dissolution of the Association, the Executive Committee shall pay or make provisions to pay all liabilities of the Association and dispose of all assets exclusively for charitable, educational or scientific purposes in conjunction with the United States Internal Revenue law and any other legal requirements.

Article XIV. Indemnification

The Association is not organized for profit; therefore, its officers, agents and volunteers are indemnified by the Association to the full extent permitted under the law. The foregoing right of indemnification shall not be deemed exclusive of any other right to which the officers, their agents or volunteers may be entitled in any capacity as a matter of law or under any regulation, agreement, vote or resolution of the Executive Committee or general membership.

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