



Mississippi Valley State University
National Alumni Association, Inc.

Constitution and Bylaws

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**Constitution and Bylaws
of the
Mississippi Valley State University
National Alumni Association, Incorporated**

ARTICLE I

Name and Organization

Section 1. The name of this organization shall be the Mississippi Valley State University (MVSU) National Alumni Association (NAA), Incorporated hereinafter referred to as MVSU and NAA respectively.

Section 2. The mailing address of the organization shall be a location designated and approved by the Mississippi Valley State University National Alumni Association, Incorporated Board of Directors and recorded in the minutes of the same meeting.

Section 3. The office of the MVSU National Alumni Association President shall be a location designated and approved by the Mississippi Valley State University National Alumni Association, Incorporated Board of Directors and recorded in the minutes of the same meeting.

Section 4. The seal shall be the imprinted logo of the university's formal brand with the typographical lockup of the words National Alumni Association, Incorporated.

Section 5. The organization of the Mississippi Valley State University National Alumni Association, Inc. (NAA), Board of Directors, and local chapters are visualized in the organizational chart. (*See Appendix A*)

ARTICLE II

Purpose

The purpose of this corporation shall be to foster the ideas and principles of the Mississippi Valley State University National Alumni Association, Incorporated; to enhance the understanding and affection among the university, the alumni, and the general public by maintaining close relations among them; to encourage projects that support the mission and policies of MVSU to the supporting public; and to help convey the needs of the institution to the state; thus, creating and maintaining confidence between the two.



ARTICLE III

National Alumni Association (NAA) Membership

Section 1. Active Membership - All graduates (anyone upon whom the university has conferred a degree) and former students (anyone who was enrolled as an undergraduate or graduate student) of MVSU are eligible for membership in the NAA, provided that two of the following conditions are met:

- A. Pay national membership dues as a member-at-large.
- B. Join and maintain active membership in a Local Chapter of the MVSU NAA.
- C. Join and pay NAA dues directly to the National Alumni Association if there is no local chapter active within a 50 miles radius.

Section 2. Member at Large – All graduates (anyone upon whom the university has conferred a degree) and former students (anyone who was enrolled as an undergraduate or graduate student) of MVSU are eligible for membership in the NAA, who pays national membership dues, but lives outside a 50-mile radius of a local chapter.

Section 3. Associate Membership - Any person who is not a graduate or a former student of MVSU willing to abide by the Bylaws of the NAA, and willing to support MVSU and the NAA may become an associate member with all rights of membership. Associate Members cannot vote, hold a national elected office, become a member of the NAA Board of Directors, or serve as a local chapter president. The dues shall be the same as regular active membership dues

Section 4. Honorary Membership – Honorary members may include any person nominated by an alumnus who is active with both the NAA and a local chapter. Nominees must include individuals who have made contributions to MVSU, (i.e., political, meritorious, or monetary contributions; exhibited dedicated service to MVSU, etc.) Honorary Members cannot vote, hold any office, or become a member of the NAA Board of Directors. Honorary members will not be required to pay any dues. All nominees must be approved by a majority vote from the general body.

Section 5. Life Membership – Life membership shall be granted to any MVSU alumni who is in good standing with the NAA and pays a one-time fee as set by the NAA Board of Directors with the approval of the NAA general body. Life members are not required to pay annual NAA dues but may continue to pay local chapter dues if not a member-at-large. Life membership levels are outlined as follows:

- A. **Regular Life Membership** – Shall be granted to any MVSU alumni who is in good standing with the NAA and pays a one-time fee set by the NAA Board of Directors with the approval by the members of the NAA General Body. Regular life members are not required to pay annual national dues but may continue to pay local chapter dues.
- B. **Life Member-at-Large** – Shall be granted to any MVSU alumni who is in good standing with the NAA and pays a one-time fee set by the NAA Board



of Directors with the approval by the members of the NAA General Body. Life Members-at-Large are not required to pay annual national dues nor are they required to pay local chapter dues as they live outside of a 50-mile radius of a local chapter.

- C. **Sustaining Life Membership** – Shall be granted to any current regular life member who chooses to continue paying national membership dues annually regardless of life membership status.
- D. **Sustaining Life Member-at-Large** – Sustaining life member-at-large shall be granted to any current regular life member-at-large who chooses to continue paying national membership dues annually regardless of life membership status.
- E. **White Life, Green Life, Green & White Life, and True Green & White Life Membership** – Additional life membership levels shall be granted to any MVSU alumni who is in good standing with the NAA and pays a specified one-time payment set by the NAA Board of Directors and approved by the general body. Holders of these additional life membership levels are not required to pay annual national dues but may continue to pay local chapter dues.
- F. **White Life, Green Life, Green & White Life, and True Green & White Life Members-at-Large** – Additional life membership levels shall be granted to any MVSU Alumni who is in good standing with the NAA and pays a specified one-time payment set by the NAA Board of Directors and approved by the general body. Life members-at-large are not required to pay annual national dues.

Section 6. National Membership Dues – All membership dues are recommended and approved by the NAA Board of Directors with a majority vote by the general body. Annual national membership dues shall be paid online via the National Alumni Association's web portal or through a local chapter which will submit them via the National Alumni Association's web portal. Current dues are as follows and may be revised as necessary:

- Regular/Member-at-large/Associate - \$100
- Regular Life - \$1000
- Sustaining Life/Member-at-Large - \$100 (after Regular Life Status is attained)
- White Life - \$2000
- Green Life - \$3000
- Green and White Life - \$4000
- True Green and White Life - \$5000
- Hail to Thee Giving - \$1000 or more

Section 6. Chapter Taxation – Each local chapter shall be assessed an annual taxation fee which is comprised of the chapter's assessment and scholarship contribution. The taxation fee should be paid annually by March 31st. Failure to submit the chapter taxation by the deadline may result in penalties to the chapter.

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ARTICLE IV

National Alumni Association Officers

Section 1. Principal and Appointed Officers - shall be elected or appointed in accordance with the provisions of the constitution and bylaws. NAA officers shall be elected in odd numbered years, every two years. All elected and appointed officers shall be currently active in a local chapter and the National Alumni Association. The following principal officers shall be elected by nationwide balloting:

- A. President (1)
- B. 1st Vice President (1)
- C. 2nd Vice President (1)
- D. Recording Secretary (1)
- E. Treasurer (1)
- F. Financial Secretary (1) – *may be appointed*
- G. Assistant Recording Secretary (1) - *may be appointed*
- H. Assistant Financial Secretary (1) - *may be appointed*

The NAA President shall appoint the remaining officers, with the approval of the NAA Board of Directors:

- A. Chaplain (1)
- B. Public Relations Officer (1)
- C. Parliamentarian (1)
- D. Legal Advisor and Financial Advisor (2)
- E. Regional Alumni Directors (8), if applicable
- F. Correspondence Secretary (1)

The ex-officio officers of the NAA shall consist of the following:

- A. Director of Alumni Relations (1)
- B. Immediate Past or former NAA President (1)
- C. Pre-Alumni Club President (1)
- D. University President (1)
- E. Foundation President (1)

Section 2. Qualifications - President, 1st vice president, 2nd vice president, recording secretary, assistant recording secretary, financial secretary, treasurer, or assistant financial secretary must be a member of a local chapter and a member of the National Alumni Association for two (2) years. Candidates for office must have been active prior to March 1st of the election year.

Section 3. Vacancies – In case of death, resignation or other unavailability of the president, the 1st vice president shall succeed to the office of the president. In case of death,



resignation or other unavailability of the president and the 1st vice president, the 2nd vice president shall preside. In the event the president, the 1st vice president and the 2nd vice president are all unable to serve, the NAA Board of Directors shall appoint a president, 1st vice president or 2nd vice president to preside until said term expires. In the event of a vacancy where there is no designee, the president shall appoint, and the NAA Board of Directors shall confirm a replacement for the remainder of the unexpired term.

Section 4. Removal from Office – Any NAA officer or board member may be removed from office for failure to perform his/her duties or other documented just cause by a majority vote of the NAA general body. Prior to a vote by the general body, the executive committee shall investigate and bring a recommendation to the general body for a vote. An official meeting shall be called, and all chapters shall be notified to have representation present (*with proxies for eligible voters for chapter members unable to attend*).

Section 5. Term of Office for National Alumni Association Officers – The tenure of all national officers shall be a two-year term to run January 1st to December 31st. No member may serve in a given office for more than two (2) consecutive terms. The election of officers shall be held at the NAA 4th quarter general body meeting.

ARTICLE V

Duties of Elected/Appointed National Alumni Association Officers

Section 1. President – The president shall carry out the policies that are set by the NAA Board of Directors and submit the same to the general body for adoption. The president shall carry out the activities that are compatible with the NAA's purpose and submit the same to the NAA Board of Directors for approval. The NAA President shall be an ex-officio member of all committees. The NAA President shall perform such other duties as are commonly delegated to the office, including serving as Chairperson of the National Alumni Association Board of Directors and issuing the call for all meetings. The NAA President and Board of Directors shall meet in person, via conference call, or virtually at least 30 days prior to the scheduled quarterly meeting to prepare an agenda and plan for the quarterly general body meeting.

Section 2. 1st Vice President – The 1st vice president shall preside in the absence of the president and otherwise represents the president when necessary. He/she shall preside and perform such duties in the absence of the president and shall be responsible for coordinating all national communication and coordination efforts of all committees. He/she shall keep the president abreast of committee initiatives and activities. He/she shall serve as chairperson of the Program Committee. He/she shall play a major role in coordinating the Annual Convention Summit.



Section 3. 2nd Vice President – The 2nd vice president shall preside in the absence of the president and 1st vice president. He/she shall serve as an advisor to the Nominating Committee ensuring all members understand their duties and responsibilities. He/she shall serve as an ad hoc member of the Budget Committee ensuring a budget is formulated for approval at the Convention Summit. He/she shall oversee the revisions and/or development of the Constitution and Bylaws.

Section 4. Recording Secretary – The recording secretary shall attend, record and preserve the minutes of all meetings. He/she shall take and maintain records of attendance at NAA official meetings. He/she shall keep the proceedings in a suitable record book; have custody of the Seal of the alumni association; keep record of the name, addresses and locations of all chapters and members in an accessible computerized database; and submit to the Nominating Committee all offices to be filled at the bi-annual election. He/she shall make available copies of all NAA records to active NAA members and chapters in good standing as requested. The recording secretary shall send out a draft copy of the previous quarterly general body meeting and Board of Directors meetings at least thirty (30) days prior to the next scheduled general body meeting to all local chapter presidents. A copy of the previous meeting minutes is to be made available to alumni at the general body meeting.

Section 5. Assistant Recording Secretary – The assistant recording secretary shall serve in the absence of the recording secretary and assist as needed.

Section 6. Financial Secretary – The financial secretary shall receive the annual dues and assessments from chapters and eligible members; turn over all dues and/or payments to the treasurer; notify members when their accounts are due or unpaid; keep accurate records of all financial transactions in accordance with an approved accounting system; and issue receipts for dues and payments.

Section 7. Assistant Financial Secretary – The assistant financial secretary shall serve in the absence of the financial secretary and assist as needed.

Section 8. Treasurer – The treasurer shall keep accurate records of all financial actions in accordance with an approved accounting system. The treasurer shall receive all funds and see that the funds are properly deposited into the appropriate account of the NAA. The treasurer shall disburse the funds ordered for payments by action of the NAA in an official regular or special called meeting. All checks written on the accounts of the NAA shall be counter signed by two NAA officers as designated by the NAA Board of Directors and recorded in the minutes. The treasurers' books shall be kept on file in the office of the National Alumni Association/Alumni Relations and open for inspection to any member in good standing. The books shall be audited annually by an auditing committee or outside agency appointed by the Board of Directors within thirty (30) days after the fiscal year ends. The treasurer shall make written reports of the financial standing of the NAA at each quarterly meeting. Copies of these written reports shall be provided to all active alumni chapters and/or members present. The



treasurer shall chair the Budget Committee and shall perform such other duties as are commonly delegated to the office.

Section 9. Chaplain – The chaplain shall assist in the opening and closing of the NAA official meetings and shall represent the NAA in religious matters.

Section 10. Public Relations Officer – The public relations officer, at regular and special meetings, shall submit reports of the NAA's activities to its members, to official MVSU publications, and other publications as considered necessary and as may be directed by the NAA Board of Directors.

Section 11. Parliamentarian – The parliamentarian shall have a thorough knowledge of how the Alumni Association's business is to be conducted in accordance with Robert's Rules of Order most recently revised edition, except where Constitution and Bylaws conflict with Robert's Rules. In such cases, the Constitution and Bylaws shall prevail. He/she shall guide the procedures for the revision/update of the Constitution and Bylaws.

Section 12. Director of Alumni Relations – It shall be the duty of the Director of Alumni Relations, who shall be a member of the NAA Board of Directors, to act as liaison between the alumni association and the university, to assist in creating interest in the university with students, faculty and staff, alumni and others, and to disseminate information of the activities of members on both local and national levels, including scholastic, athletic and research endeavors executed by such members.

Section 13. Correspondence Secretary – The correspondence secretary shall handle correspondence and other communication, such as the mailing of membership cards to members of the National Alumni Association whose dues have been received by the treasurer, as requested by the NAA President and with the approval of the Executive Committee.

Section 14. Immediate Past President – The immediate past president will serve in an advisory capacity to the association until a new president has been elected. The immediate past president will have the privilege of attending all meetings of the NAA Board of Directors as well as meetings of the National Alumni Association. The immediate past president will serve as a resource of wisdom and guidance for the National Alumni Association. The immediate past president has the right to vote on all matters coming before the NAA Board of Directors and general body.

Section 15. Bonded – The NAA Board of Directors Chairperson (who is the National Alumni Association President), recording secretary, and treasurer shall be bonded and authorized to sign checks or other legal documents for the NAA Board of Directors. Two authorized signatures of president, secretary or treasurer are required on all NAA checks. A bond amount shall be set by the NAA Board of Directors and approved by the NAA general body in an official meeting.



Section 16. Travel – Travel shall be paid for and set according to Mississippi state government guidelines provided funds are available. Travel expenses shall require advance approval by the NAA Board of Directors.

Section 17. NAA Quorum – A quorum for the NAA to legally conduct business shall consist of the five (5) principal elected officers and any six (6) presidents of active local chapters present and voting. The treasurer must certify that the chapters represented are active at the time of the meeting.

Article VI

Executive Committee

Section 1. The Make-up – The executive committee shall be composed of the NAA Officers in Article IV, Section 1 excluding the Director of Alumni Relations.

Section 2. Duties of the Executive Committee – The executive committee shall have power to transact business for the Alumni Association between meetings. All actions of the executive committee shall be reported to the Board of Directors. The executive committee shall execute the general affairs of the National Alumni Association. It shall meet when called upon by the president or 1st vice president (in the absence of the NAA President) and shall not hold less than four meetings per calendar year.

Section 3. Executive Committee Quorum – A quorum for the Executive Committee to transact business shall consist of three (3) elected officers and three (3) appointed officers.

ARTICLE VII

National Alumni Association Board of Directors

Section 1. Board of Directors – The National Alumni Association Board of Directors shall propose policies to be adopted by the NAA General Body and have full administrative oversight for the Association. This Board shall be chaired by the NAA President. In his/her absence, the Vice Chairperson will chair. The functions of the NAA Board of Directors shall be as follows:

- Propose and maintain policies that are in the best interest of the NAA and the Mississippi Valley State University.
- Provide stability and continuity to the on-going NAA objectives annually and during administrative transition.
- Ensure fiscal accountability, approve budgets, audit, etc.



- Establish the Annual Gift Fund to the University.
- Manage the Endowment Fund.
- Manage the property of the NAA, including all real estate and personal property and equipment.
- Coordinate the election of National Alumni Association officers.
- Appoint the Election Commissioner.
- Install newly elected officers.
- Cooperate with the Director of Alumni Relations and her/his office staff.
- Prepare a calendar of NAA meetings and events to be presented to the General Body for approval.

Section 2. Membership of the NAA Board of Directors – The NAA Board of Directors is the governing Board for the NAA. The NAA Board of Directors shall consist of the Executive Committee, along with Presidents of all active Local Chapters and representative from the Foundation. Voting members are as follows:

- A. NAA elected officers
- B. Local chapter presidents of active chapters.
- C. NAA Immediate Past President. (in the absence of an elected officer)

Section 3. NAA Board of Directors Officers – The officers shall be president, 1st vice president, 2nd vice president, secretary and treasurer. No member may serve in any given office for more than two (2) consecutive terms.

Section 4. NAA Board of Directors Chair - The NAA Board of Directors shall be chaired by the NAA President.

Section 5. NAA Board of Directors' Authority - The NAA Board of Directors shall have full power to transact the business of the association between meetings. Any action taken by the NAA Board of Directors can be undone or revoked by the general body with a majority vote.

Section 6. NAA Board of Directors Meetings - All actions and minutes of the NAA Board of Directors shall be reported to and reviewed by the National Alumni Association at each meeting. The secretary shall disseminate recorded Board of Directors meeting minutes thirty (30) days prior to the next scheduled general body meeting to all local chapter presidents. A copy of the previous meeting minutes is to be made available to alumni at the general body meeting.

Section 7. NAA Board of Directors Quorum – A quorum for the NAA Board of Directors to legally conduct business shall consist of any four (4) of the principal officers of the



NAA and any five (5) of the active chapter presidents present and voting.

ARTICLE VIII

Voting Eligibility and Election of National Alumni Association Officers

Section 1. Voting – Ballots shall be disseminated electronically thirty (30) days prior to the 4th quarter general body meeting of the election year. Voting eligibility for national elections shall be determined as follows:

- National dues are current at the time ballots are electronically disseminated.
- A current and active email address is on file.
- Voting is completed within the time designated by the Election Committee and approved by the NAA Board of Directors.

Section 2. Eligibility for Office – Each candidate running for office must be a graduate of MVSU and an active member of the National Alumni Association. Active non-graduates, associate members, and honorary members are ineligible to run for elected office. In addition, the candidate must meet the following criteria:

- A. Must be active for two (2) consecutive years prior to March 31st of the election year.
- B. Must be nominated and accept the nomination, either in person or by letter of intent, at the 1st Quarter NAA General Body Meeting.
- C. Must submit all identifying information to the Election Committee thirty (30) days prior to the 2nd Quarter NAA General Body Meeting to include the following:
 - Candidate's name, office sought, address, telephone number(s), and email address.
 - Graduation year, qualifications for office, resume, a recent photograph and one (1) piece of digital or electronic campaign material to be disseminated to all active local chapters for review.

Section 3. Election of Officers - Each candidate accepting a nomination and submitting the required information will be presented at the 3rd Quarter Summit's general body meeting and allowed to make an appeal for votes at that time. After the 3rd Quarter Convention Summit, the following actions will be taken by the Election Committee:

- Prepare ballots which provide all necessary information for voters to make a choice among the candidates.
- Disseminate ballots so that voting can be conducted within the thirty (30) Days prior to the 4th quarter general body meeting.
- Certify all ballots and election results.
- Keep results confidential until winners are announced during the 4th quarter general body meeting.

Section 4. Newly Elected Officers - All newly elected officers will be notified by the chair of the Elections/Nominations Committee within two (2) weeks after the certification of



election. After certification of the election by the Election Commissioner, a written communication will be emailed to all chapter presidents and national officers.

Section 5. Installation of Officers – All new officers shall be installed during a formal ceremony to be held not more than thirty (30) days prior to January 1st of the year the officer is to assume the elected role.

Section 6. Proxies – At all meetings of membership or elections, a member may vote by proxy executed in writing by the absent member or by his/her duly authorized attorney in fact and signed by the chapter president. The proxy shall be filed with the NAA recording secretary prior to the meeting or election.

Section 7. Term of Office – Officers shall hold office for (2) years. If a successor is not elected, the current office holder may remain in office for a period of no more than 90 days beyond the expiration of his/her term of office. If no candidate steps forward for election, the elected officer may only succeed him/herself in office by appointment of the NAA Board of Directors with a two-thirds (2/3) vote. No member may serve in any given office for more than two (2) consecutive terms unless otherwise specified, except for the Director of Alumni Relations.

ARTICLE IX

Organization of Local Chapters of the National Alumni Association

Section 1. Local Chapter – A local chapter shall be defined as any group of MVSU alumni and supporters who meet the following requirements:

- A. Have at least ten (10) members with five (5) of the ten being MVSU graduates.
- B. Submit national dues for all active members.
- C. Pay the annual taxation fee.
- D. Provide evidence in writing –outlining how the proposed chapter has supported MVSU and the NAA.
- E. Pay a one-time chartering fee as determined by the NAA Board of Directors.

Section 2. Probationary Chapter - Newly organized chapters may choose to operate for a period of two (2) years as a probationary chapter, for which the NAA Board of Directors will issue a Temporary Probationary Certificate. This Temporary Probationary Certificate is only issued to new chapters. During the probationary period, the chapter may be exempt from paying a portion (50%) of the chapter assessment.

Section 3. Local Chapter Charter– A Local Chapter Charter shall be issued to any group of MVSU alumni and supporters who meet the following requirements:

- A. Have at least ten (10) members with five (5) of the ten being MVSU graduates.
- B. Submit national dues for all active members.
- C. Pay the annual taxation fee.
- D. Provide evidence in writing –outlining how the proposed chapter has supported



MVSU and the NAA.

- E. Pay a one-time chartering fee as determined by the NAA Board of Directors.

Section 4. Charter Fee – All local chapters shall be chartered by paying a one-time fee established by the NAA Board of Directors. Chapters must meet all requirements of the NAA Board of Directors to remain affiliated with the NAA.

Section 5. Charter Revocation – The NAA Board of Directors may revoke the Charter of a chapter for any one of the following reasons:

- A. Failure to pay national membership dues for all members.
- B. Failure to pay the annual taxation fee.
- C. Failure to actively support MVSU and the NAA.
- D. Failure to operate in accordance with the NAA Constitution and By-laws.
- E. Failure to exhibit appropriate fiscal, moral, and/or ethical conduct.

If a Charter is revoked, the chapter will become a Probationary Chapter until it again meets the criteria of a fully operating local or for a period of two (2) years, whichever comes first. If after two (2) years, the Chapter has not regained its Charter, the chapters' Charter will be declared invalid. If the chapter becomes active at a subsequent date, the validity of the Charter can be restored.

Section 6. Reports – Each chapter's presiding officer shall complete an Annual Chapter Report and submit it to the NAA thirty (30) days prior to the NAA 1st Quarter Meeting.

Section 7. Audit – All local chapters shall be subject to ~~an~~ annual audit of financial reports and/or financial activity.

Section 8. Fiscal Year – The fiscal year shall begin January 1st and end December 31st.

ARTICLE X

Organization of Affinity Group of the National Alumni Association

Section 1. Affinity Group – An affinity group shall be defined as any group of MVSU alumni and supporters who support a specific group, entity, or organization at the University and meet the following requirements:

- A. Have at least ten (10) members with five (5) of the ten being MVSU graduates.
- B. Submit national dues for all active members.
- C. Pay the annual taxation fee.
- D. Provide evidence in writing ~~—~~ outlining how the proposed chapter has supported MVSU, the specified organization within the university, and the NAA.
- E. Pay a one-time chartering fee as determined by the NAA Board of Directors.

Section 2. Probationary Affinity Group – Newly organized affinity groups may choose to operate for a period of two (2) years as a probationary affinity group, for which the



NAA Board of Directors will issue a Temporary Probationary Certificate. This Temporary Probationary Certificate is only issued to new affinity groups. During the probationary period, the affinity group may be exempt from paying a portion (50%) of the affinity group's assessment.

Section 3. Affinity Group Charter – An Affinity Group Charter shall be issued to any group of MVSU alumni and supporters who support a specific group, entity, or organization at the University and meet the following requirements:

- A. Have at least ten (10) members with five (5) of the ten being MVSU graduates.
- B. Submit national dues for all active members.
- C. Pay the annual taxation fee.
- D. Provide evidence in writing –outlining how the proposed affinity group has supported MVSU, the NAA, and the specified organization within the university.
- E. Pay a one-time chartering fee as determined by the NAA Board of Directors.

Section 4. Charter Fee – All affinity groups shall be chartered by paying a one-time fee established by the NAA Board of Directors. Affinity groups must meet all requirements of the NAA Board of Directors to remain affiliated with the NAA.

Section 2. Charter Revocation – The NAA Board of Directors may revoke the charter of an Affinity Group for any one of the following reasons:

- A. Failure to pay national membership dues for all members.
- B. Failure to pay the annual taxation fee.
- C. Failure to actively support MVSU, the NAA and the specified organization within the university.
- D. Failure to operate in accordance with the NAA Constitution and By-laws.
- E. Failure to exhibit appropriate fiscal, moral, and/or ethical conduct.

If a Charter is revoked, the affinity group will become a probationary chapter until it again meets the criteria of a fully operating local or for a period of two (2) years, whichever comes first. If after two (2) years, the affinity group has not regained its charter, the affinity group's Charter will be declared invalid. If the affinity group becomes active at a subsequent date, the validity of the Charter can be restored.

Section 6. Reports – Each chapter's presiding officer shall complete an Annual Chapter Report and submit it to the NAA thirty (30) days prior to the 1st Quarter Meeting.

Section 7. Audit – All affinity groups shall be subject to an annual audit of financial reports and/or financial activity.

Section 8. Fiscal Year – The fiscal year shall begin January 1st and end December 31st.



ARTICLE XI

National Alumni Association Regional Representation

Section 1. Regional Organization - The NAA may choose to organize its states and territories into geographical regions if excessive growth in membership occurs dictating a desire to hold smaller conventions and meetings. A region is composed of subdivisions of the Continental United States and its territories as listed below:

Region 1 Maine, Delaware, West Virginia, Pennsylvania, Vermont, Rhode Island and Massachusetts

Region 2 Connecticut, New York, New Jersey and New Hampshire

Region 3 ~~Florida, North Carolina, Maryland, Virginia, South Carolina, Georgia and Oklahoma, New Mexico, Kansas, and Nebraska~~
~~Washington D.C.~~

Region 4 Mississippi, Louisiana, Alabama, Kentucky, Arkansas and Tennessee, ~~Illinois, Indiana, and Missouri~~

Region 5 ~~Indiana, Missouri, Illinois, Wisconsin, Minnesota, Michigan, and Ohio~~

Region 6 Texas, ~~Washington D.C., Florida, North Carolina, Maryland, Virginia, South Carolina, Georgia, Oklahoma, New Mexico, Kansas and Nebraska~~

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Region 7 Iowa, South Dakota, North Dakota, Montana and Colorado

Region 8 Arizona, California, Utah, Nevada, Wyoming, Idaho, Washington, Oregon, Hawaii and Alaska

Section 2. No Local Chapter – If there is no local chapter within a 50-mile radius of residency, a member shall meet the financial requirements of a member-at-large of the MVSU National Alumni Association. National Alumni Association dues shall be set by the NAA Board of Directors with the approval of the general body.

ARTICLE XII

National Alumni Association Meetings

Section 1. NAA Regular/Special Meetings – The NAA General Body shall meet quarterly as



follows: 1st Quarter – January; 2nd Quarter – April; 3rd Quarter Convention/Summit – July; and 4th Quarter – October. Special meetings may be called by the NAA President or by a 50% majority vote of the Board of Directors as needed to conduct urgent business of the association.

Section 2. NAA Board of Directors Regular/Special Meetings – In preparation for the NAA regular meetings, the NAA Board of Directors shall meet three (3) times per year on a regular schedule or as deemed necessary to conduct the affairs of the NAA Board of Directors as listed below:

- December - prior to the NAA 4th Quarter Meeting (January).
- March - prior to the NAA 2nd Quarter Meeting (April)
- June - prior to the NAA Summit/Convention 3rd Quarter Meeting (July)
- September - prior to the NAA 4th Quarter Meeting (October).

Section 3. Meeting Notification – Regular quarterly meetings require that a thirty (30) day advanced notice shall be provided to the NAA Board of Directors and general body members via email, the NAA's website and/or social media platforms. All special and called meetings require at least seven (7) days advanced notice via email, the NAA's website and/or social media platforms.

Section 4. Calendar Year – The calendar year shall begin January 1st and end December 31st.

ARTICLE XIII

Standing Committees and Duties

Section 1. Executive Committee - The Executive Committee shall consist of the NAA Officers in *Article IV, Section 1*, excluding the Director of Alumni Relations. The NAA President shall chair Executive Committee. The Executive Committee shall have the authority of the NAA Board of Directors to take care of affairs of the Association, at such time the Board is not in session. All actions taken are subject to the approval of the NAA Board of Directors at the next Board Meeting.

Section 2. Standing Committees – The NAA President, with NAA Board of Directors approval, shall establish committees as he/she deems necessary or as advised by a NAA Board of Directors' majority to support the work of the association. Committees will hold regular meetings, conduct activities, and provide a written quarterly report to the Board of Directors and the general body as requested. NAA Standing Committees are as follows:

Committees appointed by the NAA President:

- A. Program Committee
- B. Membership Committee
- C. Athletic Support Committee



- D. Education Committee
- E. Pre-Alumni Committee
- F. Hospitality/Convention Committee
- G. Homecoming Committee
- H. Public Relations Committee

Committees appointed by the NAA Board of Directors:

- A. Audit Committee – appointment by Board of Directors
- B. Fundraising Committee – appointment by Board of Directors
- C. Budget Committee – appointment by Board of Directors
- D. Finance Committee – appointment by Board of Directors
- E. Nominations and Election Committee - appointment by Board of Directors
- F. Constitution & Bylaws Committee -- appointment by Board of Directors
- G. Scholarship Committee - appointment by Board of Directors

Section 3. Standing Committee Duties - Standing committees shall perform the duties as authorized by the NAA president and/or board in their creation.

Section 4. Standing Committee Chair - All standing committee chairpersons shall be appointed by the NAA President or by vote of the Board of Directors as noted in Section 2.

Section 5. Program Committee – The Program Committee shall establish short- and long-range program goals for the NAA in consultation with local chapter presidents, other NAA officers, and committee chairpersons. Programs should be developed with a proposed budget to meet program goals and be presented to the NAA for approval.

Section 6. Membership Committee– The Membership Committee shall work to encourage all graduates to become NAA members through a strategic recruitment program designed with an orientation packet for this purpose. The committee shall maintain a current listing of all newly recruited members and report annually to the NAA at the 4th Quarter meetings. The committee shall coordinate with local chapter presidents and Director of Alumni Relations to maintain current contact information on all alumni.

Section 7. Audit Committee – The Audit Committee shall annually audit all financial accounts of the NAA Board of Directors. Expense vouchers must accompany all requests for payments and all income and expenditures shall be documented according to standard accounting practices. The audit report shall be presented to the NAA Board of Directors thirty (30) days prior to the 2nd Quarter Meeting. An internal audit is required annually, and an external audit is required at the end of the second (2nd) fiscal year and the end of a term of office.

Section 8. Athletic Support Committee – The Athletic Support Committee shall coordinate all programs to assist support of the MVSU Athletic Department provided through the NAA Local Chapters. The committee shall develop annual programs and budgets to support the program goals. Programs shall be presented to the NAA Board of Directors



for approval. Revenues generated through the local chapters shall be reported to the NAA.

Section 9. Fundraising Committee – The Fundraising Committee shall develop, coordinate and present fundraising programs with annual budgets to the NAA Board of Directors for approval.

Section 10. Budget Committee – The Budget Committee shall prepare the budget for the ensuing fiscal year and submit it to the NAA Board of Directors for approval no later than December 1st annually.

Section 11. Finance Committee – The Finance Committee shall review and provide guidance for all the NAA's financial matters. The committee shall also assure the internal controls, independent audit, and financial analysis for the NAA.

Section 12. Education Committee – The Education Committee shall coordinate all activities and functions involving education at the university i.e. scholarships, college tours, etc. and report to the NAA.

Section 13. Pre-Alumni Committee – This Pre-Alumni Committee shall organize the MVSU junior and senior class members to form bonds and develop a Pre-Alumni Club to connect members with a Local Chapter after graduation. The committee shall be mentored by the NAA Membership Committee.

Section 14. Hospitality/Convention Committee – The Hospitality/Convention Committee shall extend courtesy to NAA members and specified related individuals outlined in a guideline manual. The committee shall work in conjunction with the NAA President to plan and coordinate the NAA Annual Summit and Convention activities.

Section 15. Homecoming Committee – The Homecoming Committee, in coordination with the NAA President and Director of Alumni Relations, shall assist in planning and coordinating the annual homecoming alumni events and activities.

Section 16. Nominations and Elections Committee – The Nominations and Elections Committee chairperson shall coordinate and guide the election process through to completion. The committee shall consist of at least five appointed members and will report to the NAA Board of Directors. The criteria for nomination and method of election shall dictate the election process. The election process shall include the following steps:

- A. The committee chairperson and committee members (at least five (5)) shall be appointed by NAA Board of Directors. The committee shall:
 1. Prepare digital nomination forms and election guidelines for members to officially nominate themselves and/or others for office. Forms shall be distributed electronically to local chapter presidents and made available to members upon request prior to the 4th Quarter General Body Meeting prior



to an election year. Nomination forms shall be returned to the committee no later than December 30th of the same year.

2. Present the names of all candidates nominated during the NAA 1st Quarter Meeting of an election year for approval.
3. Receive and compile the personal and qualifying information from each approved nominee by the NAA 2nd Quarter Meeting.
4. Secure written verification from the treasurer that nominees are eligible to run for office thirty (30) days prior to the 3rd Quarter Convention/Summit Meeting.
5. Obtain written consent to serve if elected from each eligible nominee prior to submitting a slate of nominees as certified candidates.
6. Present certified candidates at the 3rd Quarter Convention/Summit and oversee candidate's campaign efforts.
7. Provide local chapter presidents and all active members election guidelines and voting procedures thirty (30) days prior to the election.
8. Prepare and disseminate electronic ballots to all eligible voters in accordance with *Article VIII*.
9. Tabulate all ballots including absentee prior to the 4th Quarter General Body Meeting.

B. The Election Commissioner shall be an independent person named by the NAA Board of Directors.

1. Certify the election and announce the election results as a special announcement via the NAA website and social media platforms, as an email correspondence to all active local chapters, and if possible, during Homecoming half time activities.
2. Provide a formal letter of the national election results to the NAA President and Board of Directors.

C. All elected officers shall be installed at the December Board of Director's meeting.

Sample NAA Officers Election Cycle

TIME PERIOD	ACTIVITY
Fourth Quarter Meeting prior to an Election Year	Nominations forms and election guidelines disseminated.
First Quarter Meeting of an Election Year	All nominated candidates presented to the membership.
Second Quarter Meeting of an Election Year	Complete information about each nominated candidate.
Third Quarter Meeting Convention Summit of an Election Year	Introduction of candidates to the membership.
	Ballots disseminated thirty 30 days prior to 4 th Quarter Meeting
	Ballots returned 14 days prior to 4 th Quarter Meeting.
Fourth Quarter Meeting of an Election Year	Ballots counted and the election certified.
	Certified elected officers notified within 14 days after the Fourth Quarter Meeting.



Board of Director's Meeting thirty (30) days prior to First Quarter Meeting following the Election Year	Newly elected officers installed.
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Section 17. Public Relations Committee – The Public Relation Committee shall collaborate with the NAA and the university's public relations representative to submit newsworthy articles to the university and local, state and national media outlets promoting NAA and local chapter programs, events and activities and/or highlighting member success.

Section 18. Constitution and Bylaws Committee – The Constitution and Bylaws Committee shall draft and propose amendments to the bylaws annually as necessary. The Constitution and Bylaws Committee shall carefully examine all proposed changes for conflicts with existing language, guidelines, procedures and/or the intent in the existing article. Proposed changes shall be presented at the 3rd Quarter Meeting. Local chapters and the general body membership shall have three (3) opportunities to review and propose revisions to the proposed changes. The NAA general body will approve changes in the form of an amendment by a two-thirds (2/3) vote at the 3rd Quarter Convention/Summit General Body Meeting.

Section 19. Scholarship Committee – The Scholarship Committee shall coordinate all activities and functions involving scholarships and report to the NAA and Board of Directors for final approval of all scholarships awarded to students.

Section 20. Ad-Hoc Committees – The NAA and Board of Directors may create Ad-Hoc Committees as deemed necessary to enhance activities, increase and/or improve membership, enhance university support and accomplish the goals of the NAA and Board of Directors. Duties and responsibilities will be developed 14 days prior to the first official meeting of the committee..

ARTICLE XIV

Amendments

Section 1. Constitution Amendments – Proposed amendments shall be presented at the 3rd Quarter Meeting of the NAA. Voting shall take place at the 4th Quarter Meeting and amendments shall pass with a two-thirds (2/3) vote of the members in attendance.

Section 2. Bylaws – The NAA has the authority and responsibility to create and maintain the Bylaws governing the business, administration and responsibilities of the National Alumni Association in accordance with its mission as stated in *Article II* of the



Constitution and Bylaws.

Section 3. Bylaws Changes – Any changes to, or deletions of existing bylaws or creation of new bylaws must be approved by two-thirds (2/3) vote of the Executive Committee and shall be subject to approval by a majority vote of the members in attendance at the 4th Quarter Meeting of the National Alumni Association.

Section 4. Proposed Amendment Notification – Proposed amendment(s) shall be emailed to the active NAA local chapter presidents and active members-at-large thirty (30) days before the 3rd Quarter Convention Summit General Body Meeting.

Section 5. Consistency of NAA Bylaws – Local chapters may not enact bylaws that are inconsistent with the bylaws of the National Alumni Association.

ARTICLE XV

Parliamentary Authority

The rules contained in these Bylaws shall govern the NAA in all cases. The rules contained in the current edition of *Robert's Rules of Order* shall govern all cases in which the Bylaws are silent.

ARTICLE XVI

Supreme Rule

Be it always remembered that the will of the body shall rule supreme.

