

**Jackson State University National Alumni Association, Inc.
(JSUNAA, Inc.)**

Chicago Alumni Chapter



CHICAGO CHAPTER

CONSTITUTION & BYLAWS

Effective As of April 5, 2023

**P.O. Box 19527
Chicago, IL 60619**

www.jsucac.org

PREAMBLE

We, the graduates, and former students at **Jackson State University** living in the *City of Chicago* and surrounding area, to perpetuate the memories and ideals of university life by providing a medium through which the interests of the University may be promoted, do ordain, and establish this Constitution.

ARTICLE I - NAME

The name of this organization shall be the **JACKSON STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC. (JSUNAA, Inc.) CHICAGO ALUMNI CHAPTER**

ARTICLE II - PURPOSE

To bring together the organized efforts of its former students, university friends, and parents of students attending JSU; to encourage participation more fully in the life of the University; to allow for sociable communion with other individuals with the University's best interest at heart; to provide scholarships to deserving Chicagoland students who attend JSU; and to create a spirit of fellowship and unity among area alumni such that the common purpose will be the progress and advancement of the university.

ARTICLE III – MEMBERSHIP

Section 1:

JSUNAA Chicago Alumni Chapter classes of membership are defined in JSUNAA Constitution, Article III – Membership.

Section 2:

Membership Fees: Local membership dues of the JSUNAA Chicago Alumni Chapter will be assessed and approved by the local chapter members of the JSUNAA Chicago Alumni Chapter.

ARTICLE IV - OFFICERS

SECTION 1:

The principle elected officers of this organization shall consist of the following:

President
First Vice President
Second Vice President
Secretary
Assistant Secretary
Treasurer
Financial Secretary
Business Manager

The appointed officers of this association shall consist of:

Parliamentarian
Historian
Chaplain

SECTION 2:

Each officer shall be a Regular member in good financial standing with the JSUNAA Chicago Alumni Chapter and the Jackson State University National Alumni Association.

SECTION 3:

Each officer shall serve a term of two (2) years.

SECTION 4:

The Immediate Past President of the JSUNAA Chicago Alumni Chapter shall serve as an ex-officio officer and voting member of the Board of Directors.

ARTICLE V – ELECTION OF OFFICERS

SECTION 1:

The JSUNAA Chicago Alumni Chapter officers shall be elected every two (2) years. The election shall be held in odd-numbered years.

SECTION 2:

Each elected officer must have attended at least twelve (12) meetings during the prior two years.

SECTION 3:

Expiration of terms of office shall be **June 30th** of the election year.

SECTION 4:

Mode of Election: The Chapter's President shall appoint a Nominating Committee during the regular February or March meeting in the election year. This committee shall prepare a slate of nominees for presentation to the chapter during the April meeting. Other nominees may be offered for consideration during the April meeting. Voting shall be by secret electronic ballot. Nominees receiving the highest number of votes shall be the duly elected officers. Newly elected officers **MUST** be in good financial standing. Newly elected officers shall take office on the first day of July following the election.

SECTION 5:

Only members who are in good financial standing shall be eligible to nominate and cast a ballot.

ARTICLE VI – CHAPTER AND EXECUTIVE BOARD MEETINGS

SECTION 1:

The chapter shall hold regular monthly meetings on the first Wednesday of each month. These meetings may hold in person, virtually or hybrid.

SECTION 2:

The business of the chapter may be transacted when at least ten (10) dues-paying members are present.

SECTION 3:

Call meetings of the JSUNAA Chicago Alumni Chapter may be requested by the President, Executive Board, Standing and Special Committee Chairs.

ARTICLE VII: COMMITTEES

Section 1:

- (a) The Executive Committee shall be comprised of the principal elected and appointed officers, as defined in Article IV, Section 1. The President of the JSUNAA Chicago Alumni Chapter appoints the Committee Chairs and Chairs of the committee shall have the authority to carry forth only those plans, programs, or activities approved by the Executive Committee.
- (b) Special meetings of the Executive Committee may be called by the President, as may be required, to conduct the business of the chapter or to discuss official action of the Executive Committee regarding questions for consideration and shall require a majority vote.

Section 2:

The Standing Committees shall be the following:

1. Budget
2. Fundraising
3. Membership
4. Public Relations/Technology
5. Student Recruitment
6. Nominations & Elections
7. Courtesy
8. Scholarship
9. Mentoring
10. Community Service

Section 4:

Specials Committees are those committees deemed necessary to carry out special projects or programs for the Chapter for a definite time.

Section 5:

A. The Budget Committee shall monitor and oversee the financial affairs of the chapter. This committee is responsible for developing a proposed annual operations budget in coordination with the president of the Chapter. This proposed budget shall be submitted to the Executive Committee for approval at the beginning of each fiscal year of the chapter. All officers and members of the chapter in positions of fiscal responsibility shall strictly adhere to the proposed budget. This committee is also responsible for governing the budget process, review periodically the income and expenditures of the Chapter and revise the budget as needed and submit them to the President for review. All committee members must be financially active with the chapter. The chairperson of this committee is the Treasurer.

B. The Fundraising Committee shall be responsible for developing programs, devising strategies, and overseeing events that will generate revenue for the chapter.

A subcommittee may be established and appointed by the President of the chapter for major and signature fundraising events.

C. The Membership Committee shall be responsible for developing programs and strategies to increase membership in the chapter.

D. The Public Relations and Technology Committee is responsible for all public relations and the chapter website including but not limited to the maintenance, creation, and changes/updates. The public relations responsibilities shall include but not limited to, assisting other committees in publicizing various events.

1. To provide graphic support services such as, i.e., designing promotional flyers,

- posters, stationery, and pamphlets, at the request of the committee chairpersons.
2. To launch promotional campaigns for Chapter events such as: Press releases and media advisories and radio and news promotion
- E.** The Student Recruitment Committee goal is to increase student enrollment at JSU and to participate in local student recruitment events/fairs.
- F.** The Nominations and Elections Committee is responsible for planning and supervising all activities related to the annual elections of the chapter and to process all nominations from the general membership and produce a slate of nominees to be presented by ballot to the general membership for voting.
- G.** The Courtesy Committee shall be responsible for communicating with the sick and shut-in and bereaved members and/or the family of the JSUNAA Chicago Alumni Chapter, as well as recognize the special days in the lives of Chapter members, i.e., weddings and births.
- H.** The Scholarship Committee is responsible for facilitating and organizing the scholarship awards. The Committee shall solicit applications and award scholarships based on the funding amounts available.
- I.** The Mentoring Committee is responsible for recruiting JSUNAA Chicago Alumni Chapter members to become mentors for Jackson State University Chicago area students (mentees). The Committee Chair will be responsible for providing oversight, guidance and follow up with the mentors and mentees.
- J.** The Community Service Committee is responsible for creating and coordinating outreach/community service projects to enhance and strengthen the ties between the Chapter and community.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1:

President: The President shall preside at all meetings of the Chapter and the Executive Committee. The President shall represent the Chapter as the official spokesperson when called upon. The President shall convene special meetings of the Chapter as deemed necessary. The President shall serve as an ex-officio member of all standing committees.

Section 2:

First Vice President: The First Vice President shall preside at meetings in the absence of the President and shall stand ready to assist whenever and wherever the need arises. The First Vice President shall serve as a coordinator for all standing committees.

Section 3:

Second Vice President: The Second Vice President shall preside in the absence of the President and the First Vice President. The responsibilities of the Second Vice President shall include membership and student recruitment.

Section 4:

Secretary: The Secretary shall record all proceedings of the Chapter. These records shall be prepared for retention as archival documentation of Chapter activities. The Secretary shall receive and present to the Chapter all correspondence and assist in other related activities as assigned.

Section 5:

Assistant Secretary: The Assistant Secretary shall assist the Secretary in any possible way that will enhance the effectiveness of the organization. The Assistant Secretary will assume the responsibilities of the Secretary when necessary.

Section 6:

Treasurer: The Treasurer shall receive, record, and deposit all incoming monies of the Chapter. The Treasurer shall record and make expenditures in keeping with the pledges, commitments and/or obligations of the Chapter. The Treasurer shall present a written report at each meeting; copies of the report shall be available for the membership. The records of the Treasurer shall be organized whereby timely reports may be given when requested by the Executive Committee, President, or quorum of members present at any meetings. Also, the Treasurer should Chair the Budget Committee and present a proposed budget to the Executive Board for approval at the beginning of each fiscal year.

Section 7:

Financial Secretary: The Financial Secretary shall record all monies collected and distribute all monies to the Treasurer. Shall serve in the absence of the Treasurer and assist in receipt and accounting of all monies of the Chapter. The Financial Secretary shall serve on the Budget Committee and assist the Treasurer in maintaining accurate financial records.

Section 8:

Business Manager: The Business Manager shall review external contracts (e.g., banquet facilities, meeting space, insurance, entertainment, etc.) and associated expenditures, as well as review all associated expenses for external programming. The Business Manager will also assist in the review of the chapter's budget.

Section 9:

Chaplain: The Chaplain shall assist in the opening and closing of chapter meetings and shall represent the Chapter in religious matters when deemed necessary.

Section 10:

Parliamentarian: The Parliamentarian shall see that rules are observed in all deliberations of the Chapter. The current edition of Robert's Rules of Order Newly Revised shall govern in all cases where they are applicable and where they are not inconsistent with the Bylaws of this Chapter.

Section 11:

Historian: The Historian shall be responsible for maintaining the history and any historical documents as it relates to the JSUNAA Chicago Alumni Chapter.

Section 12:

Vacancy: In the event a vacancy shall occur in the office of President of the JSUNAA Chicago Alumni Chapter, the First Vice President shall assume the office President for the unexpired term and may seek the office of President for the succeeding term. The Second Vice President shall assume the position of the First Vice President and the Executive Committee shall appoint a Second Vice President. In the event of a vacancy in any office to which there is a designated assistant, the assistant shall assume the duties of the office for the unexpired term of the office and shall be eligible for nomination and election to the office for the succeeding term. In the event of a vacancy where there is not a designated assistant, the President of the JSUNAA Chicago Alumni Chapter shall nominate, and the Executive Committee, shall confirm, a replacement for the remainder of the unexpired term.

ARTICLE IX - AMENDMENTS

This Constitution and Bylaws may be amended at any regular meeting of the Chapter by a two-third-majority vote of the members present. The proposed amendment should be presented in writing to the Chapter one regular meeting prior to the vote for adoption. The Chapter's Secretary shall be responsible for distributing copies of the proposed amendment to the membership prior to the vote being held.

ARTICLE X - PARLIAMENTARY AUTHORITY

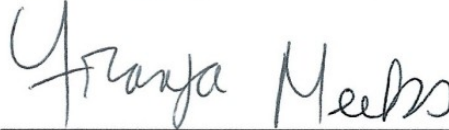
The current edition of Robert's Rules of Order Newly Revised and the Constitution and Bylaws of the JSUNAA Chicago Alumni Chapter shall govern all chapter meetings.

ARTICLE XI - ADOPTION OF THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws for the *JSUNAA Chicago Alumni Chapter* were adopted on April 5, 2023.



Brendolyn Hart-Glover, President



Franja Meeks, Parliamentarian