



CHARLESTON SOUTHERN UNIVERSITY ALUMNI ASSOCIATION
GOVERNING BY-LAWS

Article I. Order of Business

Section 1:

At all meetings of the Alumni Association, the first order of business shall be roll call, then the motion to approve minutes, followed by committee reports.

Section 2:

This order of business may be changed at any meeting when deemed necessary by the President.

Article II. Members, Rights and Duties

Section 1:

All members of the Alumni Association shall have full participatory privileges. However, only regular members can hold elected offices and vote on Alumni Association business unless otherwise indicated by the Alumni Board.

Article III. Executive Officers and Board of Directors

Section 1:

The executive officers of the Alumni Association shall consist of a president, vice president, secretary, treasurer, and the immediate past-president. These five officers shall serve as the Executive Committee of the Alumni Board.

Section 2:

The Alumni Board shall also have eight general members elected to the board by the Alumni Association at large. This gives the Alumni Board thirteen total members.

Section 3:

Each member shall have one vote. In addition, the Director of Alumni Affairs, Executive Director of Development and the University's president shall serve as ex officio members, none of which will have voting privileges.

Section 4:

The term for all five executive officers shall be two years.

Section 5:

The term for general board members of the Alumni Association shall be two years. It is strongly recommended that the following unique alumni groups be represented among the general board members:

- Young alumni – any graduates between current year to ten years – two general board members
- Athletic alumni – any alumnus who played on NCAA sanctioned sports teams at CSU – two general board members
- Non-traditional alumni – graduates from the evening college and post-graduate programs – two general board members
- Traditional alumni – any alumnus from any geographic location – two general board members

Article IV. Executive Officers of Alumni Association, Duties and ResponsibilitiesSection 1:

The President of the Alumni Association shall call and preside over all general meetings of the Association, Alumni Board, and Executive Committee. The President shall be responsible for supervising the implementation of the policies and decisions of the Alumni Board, the enforcement of these by-laws, appointing any necessary ad-hoc committees, and perform such other duties as are usually incidental to this office.

Section 2:

The Vice President shall perform all duties of the President in the absence or incapacity of the President. The Vice President will be the main liaison between chapters and the Alumni Board. He/she will be responsible for promoting chapter events, communications between the Alumni Board and chapters, and encouraging the participation of chapter representatives in general alumni events. The Vice President shall also serve as the chairperson of the nominating committee for both the Alumni Board and alumni awards. Upon the expiration of the term of office of the President, the Vice President shall automatically rotate into that office. However, if for some unforeseen circumstance, the Vice President cannot assume the role of President, the Executive Committee will have the power to nominate a fellow officer to assume the position. That nomination must be confirmed by majority vote of the Alumni Board.

Section 3:

The Secretary shall record the proceedings of all Alumni Association annual meetings, all Alumni Board meetings, and any special meetings called by the President or the executive committee. The Secretary will also be responsible for distributing the minutes, in advance, for review by Board members prior to scheduled Alumni Board meetings. The Secretary will conduct all correspondence under the direction of the President that is necessary for the efficient functioning of the Alumni Association.

Section 4:

The Treasurer shall report to the Executive committee, Alumni Board and Alumni Association at their meetings on the financial condition of the Association. The Treasurer shall work with the Executive committee and the Director of Alumni Affairs to help develop an annual budget of expenses regarding the Alumni Association account as given by CSU and the Association's checking account. The Treasurer shall ensure that all records, invoices and bank statements are properly

stored and maintained, shall accurately record all financial transactions of the Alumni Association, and maintain written records of those transactions. The Treasurer will also perform any other necessary duties pursuant to the financial stability of the Alumni Association.

Section 5:

The immediate Past-President shall act as an experienced advisor to the Executive committee and serve as one of its members. This officer is eligible to vote on or abstain from voting on any Association business. However, when necessary, the immediate Past-President will always be looked to for the tie-breaking vote. The sitting President automatically rotates into the position of Past-President once his/her presidential term is complete.

Article V: Standing Committees

Section 1:

The following committees will be considered Standing Committees of the Alumni Association:

- Executive Committee
- Nominations & Awards Committee
- Scholarship Committee
- Special Events Committee

Section 2:

The President has the authority to establish ad-hoc committees and appoint chairpersons as the need arises for special, temporary committees to research various issues.

Section 3:

The Executive Committee will consist of the President, Vice President, Secretary, Treasurer, immediate Past-president, and the Director of Alumni Affairs. Responsibilities of the Executive Committee include, but are not limited to:

- Monitoring the activities of all committees (standing and ad-hoc) in the pursuance and performance of the mission, budget and policies of the Alumni Association.
- Shall work closely with the Director of Alumni Affairs in the formulation of an annual budget for both the Alumni Association checking account and the line item budget given to the Alumni Association by CSU.
- When necessary, conduct business that requires immediate action between regular meetings of the Alumni Board, but will not be allowed to overturn decisions or policies previously approved by the board or alumni population at large.
- Will work closely with the Alumni Office to ensure coordination and communication with other departments on CSU campus.
- Shall take responsibility for any other assignment the President or Alumni Board may assign.

Section 4:

The Nominations & Awards Committee will have a chairperson and co-chair from the general board members approved by the Executive Committee. The chairperson and co-chair will be responsible for finding five volunteer members from within the alumni population at large, and having those members approved by the Executive Committee. Responsibilities of the Nominations & Awards Committee include, but are not limited to:

- Locating potential candidates for leadership positions on the Alumni Board.
- Organizing and executing the nomination, ballot, and annual election process for positions on the Alumni Board.

- Coordinate between the incoming and outgoing Alumni Board members to facilitate the smooth transition of office.
- Organizing and executing the discovery, nomination, and confirmation of alumni for any of the annual alumni awards.
- Responsible for upgrading plaques, trophies or other awards presented to winners, and also responsible for any other type of awards given to alumni at the discretion of the Alumni Board.
- Will work closely with the Alumni Office to ensure coordination and communication with other departments on CSU campus.
- Shall take responsibility for any other assignment the President may assign.

NOTE: Members must remove themselves from this committee if they choose to become a candidate for any elected position on the Alumni Board.

Section 5:

The Scholarship Committee will consist of a chairperson approved by the Executive Committee. The chairperson is responsible for securing two or more other committee members from the alumni population at large, and having those members approved by the Executive Committee.

Responsibilities of the Scholarship Committee include, but are not limited to:

- Development and promotion of the application process to current CSU students; including changes to the application itself. Any application changes are subject to approval from the Alumni Board.
- Organization and execution of the application process, including development of a timeline for selection and announcements of winners.
- Reading all applications, checking references when necessary and participation in final interviews of short-listed candidates over an on-campus dinner.
- Organization and execution of awards ceremony and publicity for winners.
- Follow-up with the financial aid office to determine award amounts, student receipt of monies, and progress of endowed scholarship fund.
- Shall work closely with the Alumni Office to ensure coordination and communication with other departments on CSU campus.
- Shall take responsibility for any other assignment the President may assign.

NOTE: Any issues regarding conflicts of interest among the committee members and the scholarship candidates will be brought before the Executive Committee for a decision on how to proceed.

Section 6:

The Special Events Committee will consist of three Co-chairpersons approved by the Executive Committee, and the Director of Alumni Affairs. Each co-chair, with the help of the Director, is responsible for securing four other committee members from the alumni population at large and having those members approved by the Executive Committee. The Special Events Committee is divided among three major alumni-driven events. Each sub-committee has a co-chair from the Alumni Board and four other committee members. Responsibilities for each of the sub-committees include, but are not limited to:

- A. Homecoming Weekend** – Organization of, recruiting volunteers for, and execution of all alumni events during the annual Homecoming Weekend in the fall.
- B. Alumni Weekend** - Organization of, recruiting volunteers for, and execution of all alumni events during the annual Alumni Weekend in the spring, including the annual Alumni Association business meeting. (This sub-committee will work in conjunction with the

Nominations & Awards Committee and the Executive Committee in planning the business meeting.)

C. Alumni Networking Nights – These event nights happen monthly, bi-monthly or quarterly, depending on the master calendar of the University and the timing of the event. The sub-committee is responsible for the organization, promotion and execution of each event night.

- All sub-committees and their members will work under the umbrella of the Special Events Committee and with the Alumni Office to ensure close communication with each other and the other departments on CSU campus.
- All sub-committees shall make recommendations to the Alumni Board and the Executive Committee on financial needs faced by each sub-committee and offer solutions or ideas on how to best satisfy those needs for future alumni events.
- The Director of Alumni Affairs will maintain the Special Events Committee calendar of alumni social and business events that must stay up-to-date, and distribute that calendar to the University Relations office and the office of the University’s web master for publication on the alumni web site.
- All sub-committees shall take responsibility for any other assignment the President may assign.

Section 7:

Any member of the Alumni Board may serve on any of the Standing Committees, except the Executive Committee, as long as participation on the committee doesn’t impede the responsibilities of their elected position.

Section 8:

The purpose of each Standing Committee is to not only execute their respective projects, but also to generate a strong, working volunteer base from which the Nominations & Awards Committee can recruit candidates for future Alumni Board elected positions.

Section 9:

Nominees from the alumni population at large for volunteer positions on any Standing Committee can come from any geographic area as long as the out-of-town member doesn’t compromise the functionality of the committee.

Section 10:

Volunteer committee members can serve a maximum of two one-year terms on any committee. At the end of their one-year term, a volunteer member can switch to a different committee as long as the Executive Committee approves the switch. Extensions to a volunteer’s term shall be approved on a case by case basis by the Alumni Board members.

Section 11:

Performance and functionality of any committee will not be hindered by the lack of volunteers. Should a standing committee not acquire its total number of recommended members, any Alumni Board member can fill in until a volunteer can be approved.

ARTICLE VI - Board of Directors, Duties, and Responsibilities

Section 1:

The Board of Directors shall act as a general governing and policy making body for the Alumni Association.

ARTICLE VII - Quorum

Section 1:

In accordance with Article XI, Section 2 of the By-Laws, regular members in attendance at any properly scheduled annual Alumni Association meeting shall constitute a necessary quorum for transactive association business.

Section 2:

Quorum for Alumni Board meetings shall be 50 percent of the Alumni Board.

Section 3:

The President and/or Vice-President of the Board of Directors may authorize proxy votes when necessary.

ARTICLE VIII - Elections

Section 1:

Nominations for vice president, secretary, treasurer and available general board member positions will be accepted from December through March on the alumni web site, through personal contact, or other means. After the cutoff date, the Nominations Committee will contact each nominee, answer questions, and confirm the nomination from the candidate.

Section 2:

Any regular member of the Alumni Association may seek nomination for a position as a general member of the Alumni Board. Alumni wishing to return to a position on the Board after rotating off, taking a leave of absence, etc. may be nominated as well. However, all alumni, regardless of past Board experience, must serve at least one term as a general member before seeking nomination as an executive officer. And, alumni seeking the office of Vice President should reside within approximately 100 miles of the University.

Section 3:

The Nominations Committee will be responsible for gathering biographical information on each candidate, including a recent photo, to publish in the magazine as well as on the alumni web site. A voting ballot will also be available in the magazine and on the website.

Section 4:

Voting for each candidate will take place from March (with the publication of the magazine) through the last day of the month prior to the annual meeting in the spring. All elected positions shall be filled by a simple majority vote. This vote will be the combined totals of votes cast over the internet, ballots mailed in from the alumni magazine, and in-person ballots cast at the annual meeting.

Section 5:

The Nominations Committee will contact each elected board member and assist them with the transition into office. All newly elected Alumni Board executive officers and general members will take responsibility for their positions at the beginning of the board's new year, June 1, following the election.

Section 6:

Four general board members shall be elected every year to maintain a rotation system.

Section 7:

Executive officers and general board members can serve a maximum of two consecutive terms in their current position. If an executive officer or general board member serves two consecutive terms (four years) without being elected or rotated to another position, he or she shall be eligible for re-election after having been out of office for one full year.

Section 8:

Should conditions exist that would cause any board member to serve a third consecutive term, the alumni population at large will have the opportunity, during the annual election process, to vote for or against the candidate or submit a write in candidate.

ARTICLE IX - Removal of Elected OfficialsSection 1:

Any executive officer may be impeached upon a three-fourths majority vote of the Alumni Board at any scheduled meeting, a quorum being present. However, the executive officer in question must be made aware of the grievances against him, in writing, prior to any impeachment hearing. That person will be given the chance to discuss the grievances with the members of the Alumni Board prior to any impeachment vote.

Section 2:

Any member of the Alumni Board after missing three consecutive meetings without previously notifying the President or the Director of Alumni Relations and without valid excuse, may be removed from office as judged by a simple majority of the Alumni Board where a quorum is present. The member in question must be made aware of the charge against him, in writing, prior to any action being taken. The member will be given the chance to appeal the charge with the members of the Executive Board, however the decision of the Executive Committee is final. No formal impeachment vote is necessary when removing a member for lack of attendance.

Section 3:

The Nominations Committee shall nominate a replacement to fill any vacated elected position. The Alumni Board will vote to approve the nomination, or write in a candidate. Any nomination will be approved by majority vote, a quorum being present, by the Alumni Board at any properly scheduled meeting. The new officer will complete the term of the vacated position and be subject to re-election as any other officer.

ARTICLE X - MeetingsSection 1:

The Annual Meeting of the Alumni Association shall be held in conjunction with the spring Alumni Reunion Weekend activities of Charleston Southern University, unless otherwise designated by the Alumni Board.

Section 2:

Special unscheduled meetings may be called by the President of the Association, the Vice-President, and/or three active members upon written request to the Director of Alumni Relations at least ten days prior to the desired special meeting request.

Section 3:

The Alumni Board shall have regular meeting(s) six times per fiscal year – June, August, October, December, February, April – during the first week of each month, or as determined by a simple majority vote of the Alumni Board, a quorum being present.

Section 4:

Standing committee meetings will take place as needed, and can be called for by the committee chairperson, the Director of Alumni Relations, or the President of the Association. Committee meetings can take place across the internet, on campus, off campus, or wherever the chairperson

deems appropriate. Generally, a standing committee should meet monthly or weekly, depending on their event or task responsibilities.

Section 5:

The Executive Officers may have any meetings deemed appropriate by the President.

Section 6:

Minutes must be taken by one member present at any meeting in order to keep record of events, talks, and developments discussed.

ARTICLE XI - Chapters

Section 1:

The Alumni Board will concentrate on the following areas first for the development of Charleston Southern University Alumni Association Chapters: Greenville, SC; Columbia, SC; Florence/Myrtle Beach, SC; and Charleston area, SC. Other areas will be looked at as interest from alumni increases.

Section 2:

The Alumni Board shall be responsible for establishing appropriate policies and procedures as necessary for chapter development.

ARTICLE XII - Amending the By-Laws

Section 1:

The By-Laws may be amended by a three-fourths vote at any regular meeting of the Alumni Board, a quorum being present.

Section 2:

The latest edition of Robert's Rules of Order shall be the final authority on any questions not covered in the Constitution or By-Laws of the Charleston Southern University Alumni Association.