



BYLAWS

**JACKSON STATE UNIVERSITY
NATIONAL ALUMNI ASSOCIATION
SUBURBAN GEORGIA CHAPTER**

**P.O. BOX 42
GRAYSON, GA 30017**

JACKSON STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC.

SUBURBAN GEORGIA CHAPTER BYLAWS

PREAMBLE

We, the graduates and former students of Jackson State University, in order to perpetuate the memories of university life, and to provide a medium by which the interests of the university may be promoted, do ordain and establish this constitution.

MISSION

The mission of the Jackson State University National Alumni Association Suburban Georgia Chapter is to establish the Suburban Georgia Scholarship for Jackson State University students from the suburban Georgia counties of Gwinnett, Cobb, Fayette, Coweta, Douglas, Clayton, and Henry, and to provide financial and moral support to the University through its membership, alumni reclamation, student recruitment, and scholarship fundraising.

ARTICLE I: NAME

The name of this organization shall be the
JACKSON STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC.
SUBURBAN GEORGIA CHAPTER

ARTICLE II: PURPOSE

To provide an opportunity whereby the alumni of Jackson State University, Jackson, Mississippi, may come together for the purpose of promoting and continuing their interest in supporting and furthering the progress and best interest of said university, to perform and engage in such charitable activities and acts as may be provided for in the bylaws of this Chapter, to bind the alumni of the university, in the suburban Georgia counties of Gwinnett, Cobb, Fayette, Coweta, Douglass, Clayton, and Henry into a united fellowship working together for the common purpose and advancement of the university.

The Chapter is not organized, nor shall it operate, for pecuniary gain or profit; and it does not contemplate the distribution of gains, profits or dividends to its members; and is organized solely for non-profit purposes. The property, assets, profits and net income of this Chapter is irrevocably dedicated to charitable educational, religious and scientific purposes, and no part of the profits or net income of this Chapter shall ever inure to the benefit of any member, shareholder, or individual. Upon the dissolution of this Chapter, its assets remaining after payment, or provision of payment, all debts and liabilities of this Chapter shall be distributed to a non-profit fund, foundation or corporation that is organized and operated for charitable, educational, religious, or scientific purposes; and that has established its tax exempt status under Section 501(c)(3) of the Internal Revenue code or corresponding section of any future federal tax code.

ARTICLE III: MEMBERSHIP

Section 1: Classes of Membership

Classes of membership are Regular, Associate, and Life.

Section 2: Regular Member

Anyone upon whom the university has conferred a degree or any former student, receiving 6 credit hours, who desires to pledge allegiance and support to Jackson State University and who has paid his/her annual national and local membership dues may become a regular member.

Section 3: Associate Member

Associates members shall consist of former students receiving 5 credit hours or less and those person who have not matriculated at the university but, who desire to pledge their allegiance and support to Jackson State University and who have paid his/her national and local annual dues. An associate member cannot hold an elected office unless no regular member is available to hold an office.

Section 4: Life Member

Life members shall be those members who have been active in the affairs of the Suburban Georgia Chapter and the JSU National Alumni Association. Applications for life membership shall be filed through the Suburban Georgia Chapter.

Section 5: Membership Fees

Local membership dues of the Suburban Georgia Chapter will be assessed in accordance with guidelines set by the Executive Committee, the Jackson State University National Alumni Association and approved by the Suburban Georgia Chapter members. National membership dues of the Suburban Georgia Chapter will be assessed in accordance with guidelines set by the Jackson State University National Alumni Association Executive Board and all national alumni members.

ARTICLE IV: OFFICERS

Section 1: Principal Officers

The principal officers of this Chapter shall consist of President, First-Vice President, Second-Vice President, Secretary, Assistant Secretary, Treasurer, and Financial Secretary. The appointed officers of this Chapter shall consist of Chaplain, Parliamentarian, Sergeant at Arms, and Atlanta HBCU Alumni Alliance Representative.

Section 2: Requirements

Each officer shall be a regular or life members, in good standing, of the Suburban Georgia Chapter and the National Alumni Association.

Section 3: Elections

The Suburban Georgia Chapter officers shall be elected every two (2) years. The election shall be held in odd--numbered years.

Section 4: Ex-Officio Officer

The Immediate Past President of the Chapter shall serve as an ex-officio officer and voting member of the Executive Board. The Immediate Past President will serve in an advisory capacity on standing committees of choice and will have voting privileges on all matters coming before the Executive Committee.

ARTICLE V: EXECUTIVE BOARD

Section 1: Membership

The Executive Board shall consist of all principal officers of the Suburban Georgia Chapter, Immediate Past President, and appointed officers of the Suburban Georgia Chapter. The principal and ex-officio officers of the Chapter shall be voting members of the Executive Board. The presiding officer shall remain impartial in the public voting process unless his or her vote will affect the result.

Section 2: Regular Meetings

The Executive Board shall meet on a regular basis, monthly or quarterly. The President shall designate the hour and place of said meetings. The President shall provide a schedule of all executive meetings at the beginning of the fiscal year.

Section 3: Called Meetings

Called meetings of the Executive Board may be announced by the President when required to conduct the business of the Suburban Georgia Chapter, provided notice of time and place of said meetings is given to each member at least three (3) days in advance.

Section 4: Official Action

Discussion for official action(s) of the Executive Board shall require a majority vote by said committee.

Section 5: Quorum

In order for the Executive Board to conduct business, a quorum of five (5) Executive Board members shall be required.

Section 6: Meeting Requirements

All principal officers shall attend at least 10 Executive Board meetings or regular chapter meetings per fiscal year. If this requirement is not met, his/her position will automatically expire and become open for replacement. If an Executive Board member misses three (3) consecutive meetings, the Executive Board shall send him/her a letter advising him/her that if he/she does not attend the next board or regular meeting, he/she will no longer be able to serve in that position.

Section 7: Fiscal Responsibility

The Executive Board is required to vote on all financial policies and obligations of the Chapter. The proposed annual budget will be the governing document for all financial actions of the Chapter. All officers and members of the Chapter in positions of fiscal

responsibility shall strictly adhere to the approved budget. Any proposed changes in the approved budget shall be presented by the Budget Committee; then submitted to the Executive Board and the general body for final approval.

ARTICLE VI: CHAPTER MEETINGS

Section 1: Regular Meetings

The Suburban Georgia Chapter shall meet monthly at a time and place determined by the Executive Board.

Section 2: Call Meetings

Call meetings of the Suburban Georgia Chapter may be requested by the President, Executive Board, or a quorum of the financially active members. All financially active members shall be notified, by email, telephone, or U.S. mail.

Section 3: Quorum

Quorum consists of at least eight (8) members in good financial standing with the Chapter.

Section 4: Conference Calls

The chair of any committee, including Executive Board, Standing and Special Committees, may host a meeting via conference call provided that all members participating in the call can hear each other at the same time. Standard parliamentary rules apply for the meeting.

ARTICLE VII: ELECTIONS/TERM

Section 1: Election of Principal Officers

The officers of the Suburban Georgia Chapter shall hold office for two years. The terms of office shall expire on the 30th day of June of the election year.

Section 2: Mode of Election

In odd numbered years, at the January meeting, the President shall solicit nominations from the floor for offices or vacancies to be filled and shall ascertain the willingness of the nominees to serve. The nominees shall be financially active members.

At the February meeting, the nominees shall be given the opportunity to address the members.

At the March meeting, the membership will vote employing the secret ballot process. In the event of a tie, a successive ballot will be taken for the position in question until one of the nominees is elected. The nominee receiving the highest number of votes is duly elected to the said position.

Newly elected officers shall be financially active for the next year by the April meeting. Officers shall be installed at the June Meeting and shall take office on the first day of July following the election.

Section 3: Eligibility for Voting

Only members who are in good financial standing shall be eligible to nominate and cast a ballot. Voting members shall be in good financial standing, at the national and local level, before the election process begins in January.

Section 4: Terms

The principal officers shall be elected in accordance with the provisions of the Bylaws and shall serve for a two-year term. The appointed officers shall serve for a two-year term consistent with the president. Officers are limited to serving two, two-year terms for the same position; however, they can be elected to a different position.

ARTICLE VIII: COMMITTEES

Section 1: Appointments

The President shall appoint such Standing Committees as deemed appropriate, and such special committees as may be deemed necessary. They shall perform such duties as may be authorized by the Executive Board.

Section 2: Committee Designation

The committees of the Chapter shall be designated as Standing Committees and Special Committees. The President shall appoint the Chair of each Standing Committee and Special Committee. The First Vice President shall oversee the operations of each Standing Committees and Special Committees.

Section 3: Standing Committees

The Standing Committees shall be the following:

1. Alumni Affairs
2. Campus Activities
3. Community Outreach
4. Fundraising
5. Membership
6. Public Relations
7. Student Recruitment
8. Nominations & Elections
9. Bylaws
10. Budget
11. Audit
12. Technology

Section 4: Special Committees

Specials Committees are those committees deemed necessary to carry out special projects or programs for the Chapter for a definite time period. Such committees may be established only by a majority vote of the Executive Committee. The Special Committees shall include but are not limited to:

- a. Social Activities Committee (SAC)

- b. Hospitality/Courtesy Committee

Section 5: Committees First Vice President Oversee

The First Vice President shall oversee the operations of the following committees:

A. Alumni Affairs

1. The Alumni Affairs Committee is responsible for creating an open line of communication between the local chapter and the national association. The committee shall disseminate information from the national association in a timely manner and ensure that the local chapter is aware of all pertinent national business.

B. Campus Activities

1. The Campus Activities Committee is responsible for creating an open line of communication between the local chapter and the university. This committee shall disseminate information from the university in a timely manner and ensure that the local chapter is aware of all pertinent university events and announcements.

C. Community Outreach

1. The Community Outreach Committee is responsible for creating and coordinating outreach efforts to enhance and to strengthen the ties between the Chapter and community. The committee meets as necessary according to the outreach event schedule.
2. Goals:
 - i. To use University ideals to promote community growth and enrichment by exercising our political and economic powers.
 - ii. To support JSU and its students in any community endeavor it undertakes.

D. Fundraising

1. To include marquee event and other major fundraisers. Upon completion of activity planning by each committee, proposed budgets are created to cover to cost of the upcoming year's activities. Upon acceptance, the Fundraising Committee is responsible for planning and implementation of activities to generate funds to meet the Chapter's need and commitments. All committees are required to submit proposed budget by the end of April of the current year for the next year's operations.
2. Goals:
 - i. To assist the Treasurer in the development of the annual operating budget for the Suburban Georgia Chapter based on the proposed budgetary input from each Standing Committee.
 - ii. To sponsor various fund raising projects and activities to implement both short term and long range goals of the Suburban Georgia Chapter and secure the necessary funds to finance the activities of the chapter.

- iii. To design and implement fundraising campaigns that promotes 100% active member participation.

E. Public Relations

1. The Public Relations Committee is responsible for all public relations and internal communications, including the monthly newsletter and website. Public relations responsibilities will include assisting other committees in publicizing various events. The committee meets as necessary according to publication deadlines.
2. Goals:
 - i. To distribute information of importance to the Suburban Georgia Chapter members, members of JSU and the community via phone calls, email, and the Suburban Georgia Chapter website.
 - ii. To provide a communications network for the membership by publishing an on-line newsletter.
 - iii. To publicize on-going Suburban Georgia Chapter activities and special events.
 - iv. To provide graphic support services such as designing promotional flyers, posters, stationary, pamphlets, and agenda for seminars, bulletins and various programs at the request of the committee chairpersons.
 - v. To launch promotional campaigns for Chapter events such as
 1. Press releases and media advisories
 2. Radio and news promotion

F. Nominations and Elections Committee

1. The Nominations and Elections Committee is responsible for planning and supervising all activities related to the annual elections of the chapter. The committee will include three (3) members who are not principal officers of the chapter.
2. Goals:
 - i. To assure that all election procedures and activities are in accordance with the Bylaws and duly-approved procedures.
 - ii. 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 within five (5) days of election date.

G. Bylaws Committee

1. The Bylaws Committee is responsible for receiving and recommending amendments and/or additions to the chapter's bylaws. It shall also be the duty of the committee to advise the chapter on all proposed changes to the JSUNAA constitution and bylaws and recommend a chapter position for vote in accordance with guidelines for such changes. The chairman of this committee is the Parliamentarian.
2. Goals:
 - i. To educate the chapter on parliamentary procedures.

- ii. To assist with updating bylaws as needed.

H. Budget Committee

1. 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 least one month before 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, complete the budget and financial reports due to the Internal Revenue Service and submit them to the President for review. All committee members must be financially active with the chapter. The chairman of this committee is the Treasurer.

I. Audit Committee

1. The Audit Committee is responsible for conducting an internal audit of the financial operations and records of all chapter accounts on an annual basis.
2. The Audit Committee is responsible for the selection, compensation and oversight of the work of an independent auditor. The committee shall facilitate the audit process and review the system of internal controls and compliance with laws and regulations. The audit committee is also the body that presents the auditors' findings to the executive committee, making sure that the full committee understand any recommendations made by the auditors before formally accepting the audit report. Finally, the audit committee recommends changes in practices or reporting in order to maintain or bring the chapter into a "best practices" position.
3. This committee shall consist of at least three (3) members who shall not be current officers.

J. Technology Committee

1. The Technology Committee is responsible for the chapter's website, including but not limited to the maintenance, creation, changes, etc.;
2. It shall also be the duty of this committee to use computers and other electronic equipment to identify and design projects and activities that help the Chapter to facility Jackson State University National Alumni Association (JSUNAA) and the chapter's initiatives.
3. This committee shall also assist with the chapter's newsletter.

K. Social Activities Committee (SAC)

1. The Social Activities Committee (SAC) is responsible for planning and implementing activities that will foster unity within the chapter.
2. Goals:

- i. Improve the social environment of the chapter by spearheading events to encourage collaborative action and help create a sense of togetherness amongst the chapter members.
- ii. Plan activities that will bring chapter members together while supporting the mission of the chapter and the national alumni association.

L. Hospitality/Courtesy Committee

- 1. The Hospitality/Courtesy Committee is responsible for hosting the regularly scheduled chapter meetings and providing assistance at other chapter functions, as well as recognizing special days in the lives of the Suburban Georgia Chapter members.
- 2. Goals:
 - i. Coordinate and provide refreshments at chapter meetings.
 - ii. Assist with other chapter functions.
 - iii. Recognize special days in the lives of the Suburban Georgia Chapter members, i.e., weddings, illnesses and bereavements with a gift value not to exceed \$100.

Section 6: Committees Second Vice President Oversee

The Second Vice President shall oversee the operations for the following committees:

A. Membership

- 1. The Membership Committee is responsible for creating and coordinating programs to recruit new members and to retain the existing membership base.
- 2. Goals:
 - i. To increase and retain the membership of the Suburban Georgia Chapter with Alumni who are willing to work diligently toward the betterment of the association.
 - ii. To work with the secretary, assistant secretary and public relations chair to establish a comfortable mode of communication among chapter members.

B. Student recruitment

- 1. Goals:
 - i. To increase student enrollment at JSU.
 - ii. To participate in local student recruitment events/fairs.
 - iii. To create and maintain a database of potential JSU students and current students attending JSU. To include local students in Chapter activities to build a rapport with Alumni.
 - iv. To foster educational opportunities for our youth and ensure the security of Historically Black Colleges and Universities.

ARTICLE IX: OFFICERS & DUTIES

Section 1: List of Officers

The officers of the Suburban Georgia Chapter shall consist of the following principal officers:

- A. President
- B. First Vice-President
- C. Second Vice-President
- D. Secretary
- E. Assistant Secretary
- F. Treasurer

The appointed officers of the Chapter shall consist of:

- A. Chaplain
- B. Parliamentarian
- C. Sergeant at Arms
- D. Atlanta HBCU Alumni Alliance Representative

Section 2: President

The President shall preside at all meetings of the Executive Board and regular Chapter meetings, including call meetings. The President shall represent the Chapter when called upon by service and civic organizations. The President may request call meetings as provided in the bylaws and appoint such committees as deemed necessary. Travel expenses for the Office of President, or the president's designee, will be reimbursed for mandatory Alumni meetings up to the amount of \$1,500.00 per fiscal year.

Section 3: First Vice-President

The First Vice-President shall preside in the absence of the President. The First Vice-President shall coordinate fundraising activities and serve as the business manager for Chapter.

Section 4: Second Vice-President

The Second Vice-President shall preside in the absence of the President and the First Vice-President. The Second Vice-President shall coordinate membership drives and student recruitment.

Section 5: Secretary

The Secretary shall keep any permanent forms, complete and accurate records of all meetings of the Chapter, shall receive and present to the Chapter all correspondence, and shall perform other duties as assigned.

Section 6: Assistant Secretary

The Assistant Secretary shall assume the duties of the secretary in the absence of said officer and perform the prescribed duties in a manner that will enhance the effectiveness of this Chapter. The Assistant Secretary shall prepare all correspondence (press releases, mailings, and voice mail) and perform other duties as assigned.

Section 7: 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 at the May board meeting for approval.

Section 8: Financial Secretary

The Financial Secretary shall serve in the absence of the Treasurer and assist in receipt and account of all monies of the Chapter. The Financial Secretary shall serve on the Budget Committee and assist the Treasurer in maintaining accurate financial records and preparing for the financial audit.

Section 9: Chaplain

The Chaplain shall give prayer at meetings and functions. The Chaplain 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: Atlanta HBCU Alumni Alliance Representative

The Atlanta HBCU Alliance Representative shall serve, along with the president of the chapter, as the advocate for JSUNAA Suburban Georgia Chapter at all Atlanta HBCU Alliance meetings and events. The representative shall provide the chapter with updates on Atlanta HBCU Alliance events, activities, and resources. The representative shall also represent the chapter in all other HBCU and college/university related organizations such as the SWAC, the Mississippi Society of Georgia, etc.

Section 12: Sergeant At Arms

The Sergeant at Arms maintains order and security. He or she shall be responsible for guarding the door of the meeting room during all meetings. If a meeting attendee is disruptive, the sergeant may warn them and, in extreme cases, eject them from the meeting. He or she shall also hold all presenters accountable for presenting within their designated timeframe.

Section 13: Vacancy

In the event a vacancy shall occur in the office of President of the Suburban Georgia Chapter by death, resignation, or recall, the First Vice President shall act as President during the unexpired term. The Second Vice-President should move to First Vice-President. If more than six months, a special election (un-expired term) will be held to fill

a vacancy for Second Vice-President, Treasurer or Assistant Secretary. In the event a vacancy shall occur in the office of Secretary, the Assistant Secretary will become Secretary. If an office becomes vacant with less than six months of service for Second Vice-President, Treasurer, or Assistant Secretary, the President will recommend, for approval by the Executive Board, an individual to fill the unexpired term. Please note when an officer fills an unexpired term, the officer may still hold the office for two (2) additional terms if elected.

ARTICLE X: REPORTS

Operating as a local affiliate under the auspices of the Jackson State University National Alumni Association, Inc. and supporting the activities of the association in its relationship to The University, requires the Suburban Georgia Chapter to file an Annual report with the Office of the Executive Director.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern in all cases not covered by the Jackson State University National Alumni Association Suburban Georgia Chapter bylaws.

ARTICLE XII: AMENDMENTS

Proposed amendments to these bylaws may be submitted by a member or the established bylaws committee and shall be voted on in May of each year. The proposed amendments shall become effective on July 1 of the year in which it was ratified at the May meeting.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors of this corporation, and we consent to, and hereby do adopt the foregoing bylaws, consisting of 13 pages, as the bylaws of this corporation.

Date: December 12, 2018



Kenneth Green, Director

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