

Bylaws of the George Mason University Black Alumni Chapter

Article I – Name

The name of the organization shall be the George Mason University Black Alumni Chapter, hereinafter referred to as the Black Alumni Chapter.

Article II – Purpose

The purpose of the Black Alumni Chapter is:

1. To unify the Black Alumni in the interest of fellowship for personal and professional enhancement,
2. To establish a medium through which the Black Alumni Chapter may support, advance, and strengthen the intellectual, cultural, social and academic concerns of black students and the community at George Mason University, and
3. To be an active chapter of the Alumni Association of George Mason University and to support the goals and mission of the University and the Alumni Association.

Article III – Membership

- A. All graduates of George Mason University will be eligible for membership. Those desiring membership must submit an annual dues payment of \$25.00. Members who do not pay their dues shall not be eligible to vote, serve as an officer or as a committee chairperson, but shall be able to participate in other activities of the Black Alumni Chapter.
- B. Recent graduates will not be required to pay dues for the first year after graduation. However, they shall be responsible for membership dues each year thereafter.
- C. Memberships are for one year, July 1-June 30 and are renewed annually upon the payment of the annual membership dues. Dues shall be payable on or before July 1 of each year.
- D. The amount of annual dues shall be determined each year by the Black Alumni Chapter upon recommendation of the Officers.

- E. There will be two types of membership: General Members and Honorary Members.
1. General Membership shall be any former students and graduates of George Mason University.
 2. Honorary Membership may be conferred on a person who renders or has distinguished service or valuable assistance to the Black Alumni, the community and/or George Mason University. Any general member may submit names of candidates for Honorary Membership to the Board of Directors. This membership is perpetual unless rescinded by a two-thirds majority of general members present and voting at an Annual Business Meeting. Honorary members may attend meetings, debate and participate in planned functions and programs, and serve as committee volunteers. Honorary Members shall not be required to pay dues, may not make motions and may not vote.

Article IV – Officers

1. Officers

All Officers shall be elected by ballot of the voting General Members. The candidate with a majority of votes cast will be declared the winner. Should there be no majority, the two candidates with the largest numbers of votes will be submitted to a subsequent vote.

The Officers of the Chapter shall constitute the Board of Directors of the Black Alumni Chapter. The Officers shall be the President, Vice-President, Secretary, Assistant Secretary, Treasurer and Past President with duties and responsibilities as described.

- A. The President shall preside at all meetings of the Black Alumni Chapter. The President shall have general supervisory authority over the affairs of the Black Alumni Chapter and perform such other duties as necessary. The President shall serve as the official Black Alumni Chapter Representative and report to the George Mason University Alumni Association affairs of the Black Alumni Chapter. The President shall have the power to appoint special committees that may be deemed necessary to conduct the business of the Chapter.
- B. The Vice President shall assume the duties of the President in the absence of that Officer. The Vice President shall chair the Program and Events Committee and chair the Annual Bylaws Review Committee.

- C. The Secretary shall record the proceedings of all Black Alumni Chapter meetings and maintain all records. The Secretary shall assume responsibility for all correspondence concerning the Black Alumni Chapter, file reports as required annually by the George Mason University Alumni Association, and chair the Publication/Communications Committee.
- D. The Assistant Secretary shall assume the duties of the Secretary in the absence of that officer. The Assistant Secretary shall assist the Secretary as needed.
- E. The Treasurer shall set up an account through the George Mason University Alumni Association, which shall be at the disposal of the Black Alumni Chapter. The Treasurer shall receive, deposit, and disperse funds utilizing said account and render a financial statement of funds at the Annual Business Meeting.
- F. The Past President shall maintain as an officer and assist the President and Board members as necessary for one year following his/her term.

2. Terms of Office

The President shall serve a term of two years: the first year as President and the second year as Past President. The Vice President shall serve for a term of two years: the first as Vice President and the second year as President. The Treasurer, Secretary, and Assistant Secretary shall serve a term of one year. Under the terms of this succession of office, elections subsequent to the first Black Alumni Chapter election shall be for the offices of Vice President, Secretary, and Treasurer, unless the then current Vice President is unable or unwilling to fill the office of President. Terms commence on the first day of July following the Annual Business Meeting and election. If an officer is unable to complete his/her term, it will be at the President's discretion to either appoint or hold a special election for a replacement to fill the remaining term.

Article V – Nominations and Elections

1. Nominating Committee

The Officers shall annually appoint an active General Member, not a candidate for office, to serve as Chairperson of the Nominating Committee. Other Nominating Committee members may participate on a voluntary basis.

At least two weeks in advance of the Annual Business Meeting, the Nominating Committee shall (a) announce the slate of candidates through

the Black Alumni electronic mailing list, attend and oversee tally election votes and report results at the Annual Business Meeting.

2. Elections

- A. Voting for elected officers shall take place at the Annual Business Meeting.
- B. Space shall be made available on the election ballot for write in votes.
- C. Absentee votes may be sent in at least two weeks prior to the Annual Business Meeting.
- D. Ballots shall be counted by members of the Nomination/Election Committee at the annual meeting.
- E. Election shall be by a majority vote.
- F. In the event of a tie, the Chairperson of the Nomination/Election Committee shall determine the elected.
- G. No elected officers or Board of Directors' member shall be elected to more than two consecutive terms of the same office.

Article VI – Committees

- A. Each committee shall plan and develop programs and activities as they pertain to their areas of concern. Each committee is responsible for the conduct of the programs and should report at the general membership meetings.
 - 1. **Programs and Events Committee:** It is the responsibility of the Programs and Events Committee to solicit volunteer assistance in planning, organizing, and hosting various alumni activities and special events throughout the year. The Vice-President shall chair the Program and Events Committee.
 - 2. **Annual Bylaws Review Committee:** This committee is charged with maintaining the Chapter's governing regulations with input from the Board of Directors to meet the needs of the Chapter and the University. The by-laws must be reviewed once each year. The Vice-President shall chair the Annual Bylaws Review Committee.

3. **Publication/Communications Committee:** The committee is responsible for distributing information to members and for marketing and promoting all Chapter events and projects through local and university media. The Secretary shall chair the Publication/Communications Committee.
- B. Special committees shall be appointed as needed by the president to serve for a special purpose for such a time as determined by the Chapter.

Article – VII - Meetings

1. ***Black Alumni Chapter Meetings***
Four quarterly meetings of the Black Alumni Chapter shall be held during the year.
2. ***Officers' Meetings***
Elected Officers (Board of Directors) shall meet when deemed necessary. Meetings shall be open to the general membership and shall be communicated to the membership at least two weeks in advance. Electronic mail notification by using the Black Alumni electronic mailing list shall be considered a valid form of notification.
3. ***Special Meetings***
Special meetings of the Black Alumni Chapter may be called at the discretion of the President. Special meetings may also be called by the general membership with a petition signed by at least 10 (ten) members. Call to these meetings shall be communicated to the general membership at least two weeks in advance. Electronic mail notification by using the Black Alumni electronic mailing list shall be considered a valid form of notification.

Article VII – Quorum Requirements

At all meetings, a majority vote of those General Members in attendance shall be required to adopt any resolution unless otherwise specified in these Bylaws.

Article VIII – Honors and Awards

A distinguished Black Alumni Award shall be bestowed when deemed appropriate by the Black Alumni Chapter.

Article IX – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern the Black Alumni Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any standing rules the Black Alumni Chapter may adopt.

Article X – Amendment of Bylaws

These Bylaws of the George Mason University Black Alumni Chapter may be amended by a two-thirds vote of all members present at the Annual Business Meeting provided that the amendment(s) has been distributed in writing to members at least two weeks prior to the scheduled meeting.