Constitution and Bylaws

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Constitution

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ALABAMA A & M UNIVERSITY ALUMNI ASSOCIATION, INC.
CONSTITUTION

Preamble

We, the graduates, former graduates, friends, and associates of the Alabama Agricultural and Mechanical University (AAMU), cognizant of the cultural, education, recreational, social aesthetic, and spiritual need for coordination by an organized group, and aware that certain action and programs may best be promulgated for the unified interest of the University, alumni, and student body, through cooperation and believing that these needs are best realized by a formal organization, do hereby establish such an organization and unite ourselves with the promise to abide by the provisions of the following Constitution and Bylaws.

Article I – Name, Office, and Seal

Section 1 - Name

The name of the organization shall be the Alabama A&M University Alumni Association, Incorporated, hereinafter referred to as “The Association.”

Section 2 - Office

The principal office of The Association shall be in Madison County, Alabama.

Section 3 - Seal

The seal of The Association shall be the official seal of Alabama A&M University along with the words “Alumni Association, Inc.”

Article II – Purpose

The purpose of The Association shall be to provide a medium through which alumni and friends may work to advance the growth and development of Alabama A. & M. University (AAMU). The Association is organized exclusively for charitable and education purposes.

Article III – Organizational Structure

Section 1 - International Body

The Association shall be composed of local chapters within the United States and other countries, and individuals and corporate members. It shall be divided into geographical regions as defined in Article XI of the Bylaws.
Section 2 - Governmental Structure

The governmental structure of The Association shall consist of a Board of Directors, which shall be the policy-making body, and an Executive Committee, which shall be the administrative body.

A. The Board of Directors shall establish the goals, policies, and directions of The Association. It shall elect from within its membership, a chairman, vice chairman, and recording secretary, and appoint the Nominating Committee. It shall also determine its committee structure.

The Board of Directors shall be composed of the President, Vice President, Regional Vice Presidents, Immediate Past President, Recording Secretary, Financial Secretary, Treasurer, the Council of Chapter Presidents’ Representative, and Members-at-Large, the number of which shall not exceed seven for the first term of office, and thereafter as determined by the Board of Directors.

The chairman of the Board of Directors shall preside at all meetings of the Board. The chairman shall direct or coordinate the annual review of established goals, policies, and directions of The Association and initiate the preparation of new or revised goals, policies, and directions for consideration by the Board. Additional duties may be determined by the Board of Directors.

B. The Executive Committee shall execute the policy decisions established by the Board of Directors and general membership, and shall recommend goals and policies to the Board of Director.

The Executive Committee shall be composed of the President, Vice President, Immediate Past President, Recording Secretary, Financial Secretary, Treasurer, Representative of the Council of Presidents, Parliamentarian, Executive Secretary, and Chaplain.

Article IV – Membership

Section 1 - Classes of Membership

There shall be four classes of membership as defined in Article III of the Bylaws.

Section 2 - Duties

The General Membership shall elect officers, ratify constitutional amendments, and support the goals and projects of The Association.
Article V – Officers of the Association

Section 1 - Elected Officers

The officers of The Association shall be the President, Vice President, Regional Vice Presidents for each region as outlined in the Bylaws, Recording Secretary, Financial Secretary, Treasurer, and Members-at-Large. Such officers shall be elected by the General Membership of The Association in the manner prescribed in the Bylaws.

Section 2 - Appointed Officers

The following officers shall be appointed by the Board of Directors:

A. Executive Secretary
B. Legal Advisor

The following officers shall be appointed by the President. They may attend board meetings but may not vote.

A. Parliamentarian
B. News Editor
C. Chaplain
D. Historian
E. Advisor of Pre-Alumni Chapter
F. Custodian

Procedures for election or appointment and removal of officers shall be as prescribed in the Bylaws.

Section 3 - Duties of Officers

A. President

The President shall be the chief executive officer of The Association and shall be an ex-officio member of all committees except the Nomination Committee. The President shall preside at all meetings of the General Membership and the Executive Committee: appoint non-voting officers, committee members and chairs, except the Nominating Committee; and shall perform other duties as the office may require, with the approval of the Board or Executive Committee. The President shall recommend an annual budget to be approved by the Executive Committee.

B. Vice President

The Vice President shall perform the duties of the President in his/her absence and other such duties as assigned. The Vice President shall coordinate the activities of the Regional Vice Presidents.
C. Regional Vice Presidents

The duties of each Regional Vice President shall be to assist the President to organize new chapters, maintain active alumni chapters, and handle other matters pertaining to alumni in his/her region.

D. Recording Secretary

The Recording Secretary shall keep complete minutes of The Association and the Executive Committee and shall compile such minutes and send copies to each member of the executive Committee within thirty (30) days following each meeting. The Recording Secretary shall be responsible for all regular internal correspondence for The Association.

E. Financial Secretary

The duties of the Financial Secretary shall be to:

1. Collect, receive, record, and deposit all Association funds. Except as otherwise directed by the Board of Directors, so that an accurate record of monies collected is an official part of The Association’s Minutes.

2. Keep a record of the financial standing of each member of The Association and transmit such information to the Membership Committee.

3. Present a financial report to The Association at the bi-annual meetings.

4. Have a list of all active members at each regular and special meeting The Association.

5. Assist the President in the development of the annual budget.

F. Treasurer

The Treasurer shall have custody of all funds of The Association and shall make disbursements in accordance with an approved budget, and as authorized by the President. The Treasurer shall be responsible for the maintenance of such accounts and records as required in the Bylaws in accordance with generally accepted accounting procedures. The Treasurer shall make a written report of all expenditures at each Board Meeting and at all membership meetings. The Treasurer shall assist the President in the development of annual budgets. At the expiration of the term, all records shall be delivered to the succeeding Treasurer within ten (10) days. The Treasurer shall be bonded at the expense of The Association and shall present all records to the Audit Committee upon request.
G. Parliamentarian

It shall be the duty of the Parliamentarian to give advice to the Chair, and when requested, to any other member. It shall also be the duty of the Parliamentarian, as inconspicuously as possible, to call attention to the Chair to any error in the proceedings that may affect the substantive rights of any member or otherwise do harm. The Parliamentarian’s duties shall be limited to advising and not presiding. Unless otherwise provided by the Constitution or Bylaws, or by the Board of Directors, the Parliamentarian shall use Robert’s Rules of Order as the guiding authority on parliamentary procedures.

H. Chaplain

It shall be the duty of the Chaplain to conduct devotional services at all meetings of the Board of Directors, Executive Committee, and general body.

I. Custodian

It shall be the duty of the Custodian to develop and maintain an inventory of all Association property. The Custodian shall be responsible for appropriately displaying official Association paraphernalia at all official functions.

J. Historian

The Historian shall be responsible for documenting and maintaining a written report of the activities and accomplishments of The Association. Historical files should contain pictures, slides, programs, reports, tapes, etc. to document the history of The Association.

K. News Editor

The News Editor shall be responsible for publishing periodic newsletter and mailing the same to members of The Association, supporters, and friends of the University. The News Editor shall assist the University Public Relations Office and secure news reports from individuals and chapters for inclusion in The Association’s international newsletter. The news Editor shall be responsible for assisting the Historian/Archivist in the collection of pictures, slides, and/or other visuals that may help to document The Association’s history. The News Editor shall assist the President in developing and disseminating news releases.

Section 4 – Vacancies

Except for a vacancy in the Presidency, a vacancy in office shall be filled by the Board of Directors within Thirty (30) days following announcement of the vacancy, by election from a
slate of at least three (3) persons submitted by the Nominating Committee to serve the unexpired term or until the next election, whichever occurs first. If the office of the President becomes vacant due to death, resignation, or the inability to serve, the Vice President shall serve the remainder of the President’s term.

Section 5 - Term of Office

The term of office shall be two (2) years. A member may not be elected to the same office more than two (2) consecutive terms.

Section 6 - Performance of All Officers

All officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined by the Constitution and Bylaws of The Association. Officers shall deliver all Association property in their possession or under their control to the succeeding officers or the President within fifteen (15) days after leaving office.

Article VI – Council of Presidents

There shall be a Council of Presidents which shall be composed of the Presidents of all chapters. The Council of Presidents shall serve as the liaison between The Association and the chapters. The Council of Presidents shall elect a president to preside at meetings of the Local Chapters’ Presidents’ meeting. The elected president will serve on the Executive Committee and the Board of Directors.

Article VII – Meetings

Section 1 - The General Assembly

The General Assembly shall meet at least annually.

Section 2 - The Board of Directors

The Board of Directors shall meet at least bi-annually.

Section 3 - The Executive Committee

The Executive Committee shall meet at least quarterly and as required to implement the policy decisions established by the Board of Directors and the general membership, and in emergency situations. Emergency decisions made must be reported to the Board.

The Council of Presidents shall elect a President to preside at meetings of the local chapter Presidents and to serve on the Executive Committee of The Association.
Article VIII – How to Amend

Prior written notice to the general membership and a two-thirds affirmative vote of the general membership shall be required to amend the Constitution.

Article IX – Repealer

All laws or regulations previously enacted which are in conflict with this Constitution are hereby declare null and void. If any part of this Constitution is found to be in conflict with any state or federal law, that part shall be declared null and void, but the remaining provisions shall remain in full force and effect.

Article X – Effective Date

This Constitution shall become effective sixty days after ratification.
Article X Convention Coordination Committee

Section 13 – The following procedure shall govern this committee as they plan for the Annual Meeting of the Association.

a. All proposals/recommendation for the implementation of national/regional conferences must be submitted in a writing and approved by Alabama A&M (AAMU) Alumni Association, Incorporated. Executive Committee and/or Board of Directors.

b. The recommendations for the hotel headquarters and room rates must be approved by the AAMU Alumni Association Executive Committee.

c. The prices of ads, patrons, etc. for the souvenir booklet will be determined by the Convention Coordination Committee and submitted to the Executive Committee for approval.

d. The registration fees for all activities will be determined by the activities and events for conference and submit the plan to the Executive Committee for approval.

e. The Convention Coordination Committee will determine the activities and events for the conference and submit the plan to the Executive Committee for approval.

f. The Convention and Coordination Committee for National/Regional Committee should consist of the Regional Vice President; Local Chapter Members within the Region; Vice President, AAMU Alumni Association; President, AAMU Alumni Association; Financial Secretary; and Director of Alumni Affairs.

g. The solicitation of corporate sponsorship is permitted. All funds from corporate sponsorship must be completed on a transmittal funds form and submitted to the Financial Secretary.

h. All funds collected relative to the conference; i.e., registration fees, donations corporate sponsorship, etc., must be submitted to the Financial Secretary.

i. The logistical arrangements for the conference such as menu selection, physical arrangement of the meeting room, order of program, audio visual aid equipment, seating arrangement, etc. will be determined by the Convention Coordination Committee.
j. The payment of expenses relative to the conference is to be handled by AAMU Alumni Association Inc. Individual or chapters making purchases relative to the Conference should seek authorization by the Executive Committee of the Alumni Association before making the purchase. All reimbursements and other expenditures must be submitted on an Association voucher accompanied with receipts or invoices.

k. The Convention Coordination Committee should develop an estimated budget for the planning of the Conference and submit it to the Executive Committee for approval.

l. After all financial obligations have been met; the host chapter will receive twenty-five percent of the profit generated by the convention.
ALABAMA A. & M. UNIVERSITY
ALUMNI ASSOCIATION, INCORPORATED

Bylaws

Article I – Name

The name of the organization shall be the Alabama A. & M. University Alumni Association, Incorporated, herein after referred to as “The Association.”

Article II – Purpose

The purpose of The Association shall be to provide a medium through which the alumni may work to advance the growth and development of Alabama A. & M. University (AAMU). The Association is organized exclusively for charitable and educational purposes.

Article III – Membership

There shall be four classes of membership in The Association: active membership, associate membership, corporate membership, and honorary membership

Section 1 - Active Membership

Active members shall consist of individuals who are graduates or former students of AAMU, who have paid the dues as prescribed in these Bylaws.

Section 2 - Associate Membership

Associate members shall consist of parents, guardians, spouses, and children of active members, students, faculty, staff, friends, and supporters of the University, who have paid dues as prescribed in these Bylaws.

Section 3 - Corporate Membership

Corporate members shall consist of corporations and other agencies that demonstrate support for The Association and pay the annual dues as prescribed in these Bylaws.

Section 4 - Honorary Membership

Honorary members shall consist of a business, a community, or a person that makes a significant financial contribution or in-kind service to AAMU or The Association. This form of membership must be approved by the Board of Directors.
Article IV – Membership Privileges

Section 1 - Active Members

Active members shall have the right to vote and to hold office in The Association and shall receive all publications and notices of meetings of The Association.

Active membership shall include the following classes: Maroon-and-White Life Member, Silver Life Member, and Gold Life Member. All Members who are Life Members of The Association on the effective date of these Bylaws shall become Maroon-and-White members.

Section 2 - Associate Members

Associate members shall enjoy all the rights and privileges of an active member except the privilege of voting at Association meetings and the right to hold office in The Association. Associate members may serve on committees.

Section 3 - Corporate Members

Corporate members shall enjoy all the rights and privileges of an active member except the privilege of voting at Association meetings and the right to hold office in The Association. Corporate members may serve on committees as appointed but may not vote. Each corporate member may register one representative and one alternate to attend Association meetings.

Section 4 - Honorary Members

Honorary members shall enjoy all the rights and privileges of active members except the privilege of voting at Association meetings and the right to hold office in The Association. Procedures for selections for this class of membership shall be established by the Board of Directors.

Article V – Membership Dues

Section 1 - Active Member

Active Member $ 50.00/year Annual Card

Section 2 - Life Member

Maroon-and-White Life Member $ 500.00 Certificate Maroon & White Pin

Silver Life Member $1,000.00 Certificate Silver Pin

Gold Life Member $5,000.00 Certificate Gold Pin
Section 3 - Associate Member
Associate Member $ 20.00 Annual Card

Section 4 - Corporate Member
Maroon-and-White Corporate $ 300.00 Certificate
Diamond Corporate $ 500.00 Silver Certificate
Executive Diamond Corporate $ 1,000.00 Plaque

Dues paid by life members shall be invested. Interest from such funds may be reinvested or used by The Association for special projects or as determined by the Board of Directors. Principal life membership funds shall not be used except for collateral or for special emergencies as determined by the Board of Directors. If used for special emergencies, the Board shall take steps to replace such funds to the extent practicable.

Article VI – Members-at-Large of the Board of Directors

Section 1 - Criteria

Members-at-Large must be active members of The Association. They must have made or are willing and in a position to make an immediate, measurable, deliverable, and significant contribution to AAMU through The Association. They must submit a resume with letters of reference and must be highly recommended to and by the Nominating Committee. A simple majority vote is required to elect such members. These members may not serve more than two consecutive terms on the Board.

Section 2 - Responsibilities

Each Board Member-at-Large must promote the goals and purposes of The Association and the Board and must uphold the governing rules, the Constitution and Bylaws. The member must be a positive influence to The Association and to the Board and must attend meetings regularly and promptly. Each member must develop projects and programs to benefit AAMU through The Association. This may be in such areas as student recruitment, development and advancement, contributions of equipment and facilities, faculty and staff development, fundraising, or governmental relations. The member must submit an Action Plan with proposed implementation dates to the Board within a time frame established by the Board. All activities of each member must be coordinated through appropriate channels as necessary.

Section 3 – Reporting Requirements

Each Member-at-Large must make a quarterly written report of proposals, projects, contributions, and other activities to the Board. Failure to perform the responsibilities as outlined could constitute reason for dismissal by a simple majority vote of the Board.
Article VII – Officers

Section 1 - Duties

The Officers of The Association and their duties are defined in Article V of the Constitution of The Association.

Section 2 - Terms of Office

The terms of office of each officer are defined in Article V, Section 5 of the Constitution of The Association.

Section 3 - Removal from Office

The Board of Directors of The Association may, by a two-thirds vote, temporarily suspend any officer(s) for misfeasance, malfeasance, or nonfeasance in office or for conduct tending to hold The Association up to ridicule, contempt, or bring discredit upon The Association. The said officer(s) shall have thirty (30) days to answer such charges. Any decision by the Board following a due process hearing, including removal from office, shall be final.

Article VIII – Elections

Section 1 - Eligibility

No individual shall be eligible for nomination for office by the active membership unless he or she has been an active member of The Association for a minimum of three (3) consecutive years immediately prior to the nomination.

Section 2 - Nominations

The Nominating Committee shall solicit recommendations for nominations by providing a standardized form for each active member and chapter by November 1st of the year prior to the year that elections will be held. The committee will list the offices to be filled along with the duties and qualifications for each officer. The completed forms with background information must be returned to the Nominating Committee by December 1st. If forms are mail to the Nominating Committee the date of the postmark will be the date of submission.

Section 3 - Additional Nominations

In the event there are no nominations for an office, the Nominating Committee may extend the deadline and seek additional nominations for the vacant office(s). Additional nominations may be made by any chapter or group of ten (10) active members. Such nominations must be received in writing by the Nominating Committee chairperson at least thirty (30) days prior to the scheduled election date.
Article IX – Meetings

Section 1 - Quorum

A simple majority of the members of any official committee shall constitute a quorum of the committee.

Article X – Committees

Promptly following the annual meeting, the president shall appoint the following standing committees of The Association.

Section 1 - Audit

The Audit Committee shall perform an audit of The Association’s financial records, including records held by the Treasurer, Financial Secretary and Executive Secretary in accordance with generally accepted auditing practices. The committee shall ensure that all required reports including the annual IRS reports regarding tax-exempt status, are properly and timely filed.

Section 2 - Awards

It shall be the duty of this committee to develop criteria for submitting nominees in each category at the Annual Meeting upon the advice and consent of the Board of Directors. The committee shall notify recipients of the awards and give the date and time of the presentations. The following awards shall be presented by this committee:

a. The ALUMNUS OF THE YEAR AWARD is to an alumnus who has made significant achievements in his/her profession, community, and church, and who has generously supported AAMU. The recipient of this award shall be given a plaque, complimentary hotel accommodations, registration, and complimentary tickets to all affairs for the recipient and a guest during the annual AAMU Founder’s Day Celebration. A member should not receive the Alumnus of the Year Award more than once within a ten-year period.

b. The ELOISE STERRS AWARD is a service award for an alumnus who is best able to bridge the gap between alumni and the student body at Alabama A&M University.

c. The PRICE, HOUSE, GIBBS CHAPTER ACHIEVEMENT AWARD is to a local chapter for signification achievement while fulfilling the objectives of The Association during the year.
d. The ALABAMA A&M UNIVERSITY AWARD OF MERIT is to a non-alumnus for significant service to the University. Nominations may be made by local clubs, the Board of Directors, the Executive Committee, and the University President.

e. The CLASS ACHIEVEMENT AWARD is to the most outstanding alumnus during his/her reunion year.

f. The THOMAS M. ELMORE AWARD is to the region and regional vice-president whose region makes the most significant progress while fulfilling the objectives of The Association during the year. Nominations shall be made by the Board of Directors and the Executive Committee after discussion of the yearly reports of local Chapters/regions.

g. The SENIOR AWARD is to the senior student with the highest cumulative average over a period of four years. This shall be accompanied by a cash gift.

h. The ALABAMA A&M UNIVERSITY TEACHER OF THE YEAR AWARD is a cash gift to a faculty member chosen by the faculty and student body under the guidance and supervision of a Faculty/Student Committee.

i. The ARTHUR PILLAR AWARD is to an alumnus within the region who has single-handedly done the most in improving that region while fulfilling the objectives of The Association. Nominees may be made by any chapter within the region or by The Board of Directors.

j. The MAMIE LABON FOSTER AWARD is to nominees who are best able to create a harmonious relationship among the University family (students, staff, & faculty) at Alabama A&M University. Recipients should not be family or staff members at the University.

k. The WILLIAM HOOPER COUNCIL AWARD is to be awarded to one member from each active local chapter. Each chapter will be asked to elect the individual who has contributed most to the successful operation of the chapter for the year. The actions of the recipient should be noteworthy in that he/she went well beyond the call of duty in support of the local chapter, the National Association, and Alabama A. & M. University. The person can be an Active, Associate, or Life Member.

l. The ALEASE S. SIMS LEADERSHIP AWARD is a service award presented to any AAMU Alumni Association, Inc., national or local chapter officer or committee chair who is doing an outstanding job of providing leadership that contributes to the growth/progress of the Association, chapter, and/or the University. The contributions should far exceed those of other officers and leaders. The person
should not be anyone who receives compensation related to the Association or the University. This award may also be given to a student leader at AAMU who truly exemplifies the motto, “Service is Sovereignty”. The award carries with it a plaque/certificate and a check for two hundred dollars ($200.00). The Association is asked to contribute a minimum of two hundred dollars annually to this award. Members/friends are encouraged to contribute. **Nominations for the award should be submitted annually to the Alumni Association Awards Committee.**

j. **THE GEORGIA S. VALRIE STUDENT SERVICE AWARD** is a service award presented to a student who works untiringly in the Office of Development and Alumni Affairs to assist the office staff in accomplishing their many efforts to provide quality service to AAMU, the Association, chapters and individual members. **The Director of Development and Alumni Affairs, assisted by the Office of Development and Alumni Affairs staff, will select the recipient of this award and submit the name to the Board for recognition at the Annual Awards Luncheon.** The Board has the right to approve recognition of a maximum of two students per year. The award carries with it a plaque/certificate and a check for one hundred dollars ($100.00). The Association is asked to contribute a minimum of one hundred dollars annually to this award. Members/friends are encouraged to contribute.

**Section 3 - Publications**

This committee shall be chaired by the News Editor and shall assist the News Editor in carrying out the duties of that office.

**Section 4 - Credentials and Registration**

This committee shall function solely to coordinate with the Executive Secretary and AAMU Director of Alumni Affairs to handle registration for all meetings of **The Association** and Board of Directors. This committee shall be chaired by the Financial Secretary. The committee should maintain a roster of active members whose dues are current and should notify the Parliamentarian of the number of persons eligible to vote at each meeting. Each chapter is encouraged to send at least two people to represent the chapter in all deliberations.

**Section 5 - Fund Raising**

This committee shall design, develop, and implement a program of fundraising activities for **The Association**. The committee shall conduct a minimum of one major fundraising activity each year. In addition to the President, **The Association's** Treasurer and Financial Secretary are ex-officio members of this committee.
Section 6 - Government Relations

This committee shall be organized to maintain the AAMU-Network throughout the state of Alabama and the nation. It shall be the duty of this committee to provide each chapter President, the Board of Directors, and Executive Committee member the names, addresses, and phone numbers of each elected state and national official who has voting powers that affect the growth and continued development of Alabama A. & M. University. This committee shall hold area/regional seminars to provide an open information forum in support of AAMU fiscal budget.

Section 7 - Hospitality and Courtesy

This committee shall function to create a hospitable atmosphere for returning alumni and friends. The committee shall also provide hosts and hostesses as needed during all alumni activities and extend other courtesies as needed.

Section 8 - Membership

This committee shall be organized to develop a program which will attract members into The Association. There will be a regional membership coordinator in each region under the auspices of the chairman of the membership committee. It shall be the duty of this committee to develop printed solicitation information for distribution through local chapters and individuals. Any funds collected by this committee shall be transmitted to the Financial Secretary. The committee shall file a quarterly report at each meeting of the Board of Directors and an annual report at the bi-annual Association meeting.

Section 9 - Nominating

The Nominations Committee shall be primarily responsible for implementing the provisions of Article VIII of these Bylaws.

Section 10 - Programs

This committee shall be chaired by the Vice President and shall develop appropriate and timely programs and activities for The Association in areas such as recruitment, athletics, and student activities.

Section 11 - Constitution and Bylaws (Rules & Resolutions)

This committee shall be chaired by the Parliamentarian. The committee shall receive proposed revisions, amendments, and other changes to the Constitution and Bylaws on or before January 1 for distribution to the local chapters and general membership for discussion and revision.
a. Constitution amendments are mailed to each active member of The Association. A two-thirds affirmative vote is required to amend.

b. The Bylaws are amended by the Board; see Article XII of these Bylaws.

Section 12 - Scholarship

It shall be the responsibility of this committee to develop criteria for distributing scholarships and to make recommendations to the Board of Directors which shall make them known to the general membership. This committee shall receive candidates by April 1.

Section 13 - Convention Coordination Committee

This committee shall be responsible for coordinating all activities in preparation for the annual meeting of the general assembly; i.e., site location, activities, motivational speakers, workshops and leaders, career fairs, etc.

Article XI: Regional Divisions

The Association shall be divided into the following regions.

Region I – Alabama
Alabama

Region II – Southeastern
Kentucky (KY), North Carolina (NC), South Carolina (SC), Tennessee (TN), Virginia (VA), West Virginia (WV), Georgia (GA), Florida (FL), Virgin Islands, Caribbean Islands, Bermuda, Puerto Rico.

Region III – Western
California (CA), Nevada (NV), Oregon (OR), Washington (WA), Montana (MT), Indiana (IN), Utah (UT), Arizona (AZ), Wyoming (WY), Colorado (CO), New Mexico (NM), Alaska (AK), Hawaii (HI)

Region IV – South Central
Arkansas (AR), Louisiana (LA), Oklahoma (OK), Missouri (MO), Texas (TX), Kansas (KS), Mississippi (MS)

Region V – Midwestern
North Dakota (ND), South Dakota (SD), Nebraska (NB), Iowa (IA), Minnesota (MN), Wisconsin (WI), Illinois (IL), Michigan (MI), Ohio (OH)
Region VI – Northeastern
Maine (ME), New York (NY), Connecticut (CT), Massachusetts (MA), New Jersey (NJ),
Pennsylvania (PA), Delaware (DE), Maryland (MD), Vermont (VT), New Hampshire (NH)
Rhode Island (RI), District of Columbia (DC)

Region VII – Africa
Africa

Article XII: Amendments
The Bylaws may be amended by an affirmative vote of two-thirds of the Board of Directors
at any regular meeting of the Board, provided such amendment(s) has/have been submitted
in writing to the members of the Board at least 30 days prior to the meeting at which such
proposed amendment(s) shall be voted upon, or by an unanimous affirmative vote of the
members if submitted less than 30 days prior to the meeting.

Article XIII: Repealer
All laws or regulations previously enacted which are in conflict with these Bylaws shall
now or in the future conflict with the Constitution of The Association. If any part of
these Bylaws are found to be in conflict with the Constitution or with any State or Federal
law, that part shall be declared null and void, but the remainder of the Bylaws shall
remain in full force and effect.

Article XIV: Parliamentarian Authority
Unless otherwise provided by the Constitution, Bylaws, or by the Board of Directors, the
parliamentarian authority shall be the current edition of Robert’s Rules of Order.

Article XV: Effective Date
These Bylaws shall become effective 60 days following passage and a certification of
affirmative vote by the Executive Committee of the currently instituted Association.

Article XVI: Appendix

A. Standing Rules

1. The agenda must be adhered to at all times.

2. All discussion and deliberations shall be related to the agenda adopted by the body.

3. All reports must be printed and passed out before acceptance or acted on by the body.

4. Delegates wishing to speak on an issue may be recognized by the chair, give your
   name and chapter. A member can speak no more than twice on the same issue and
   and no more than two minutes at one time.
5. Persons desiring to participate in proceedings who are not members may only make
Recommendations to the Committee; the said person(s) shall not offer motions or
have the privilege of voting.

6. The meeting shall be conducted in accordance with the Constitution, Bylaws, Standing
Rules, and Robert’s *Rules of Order.*

*Resolution of a permanent nature are binding until rescinded or modified.*

**B. Rules of Order**

Order of Business

Call to Order

Opening Ceremonies – Optional

Roll Call (to establish a quorum) – Optional

Reading of Minutes & Approval (Optional-Motion to approve minutes as mailed)

Report of Officers, Boards, Standing Committees and Special Committees

Unfinished Business

New Business

Program – Optional

Announcements

Adjournment
Alabama Agricultural and Mechanical University
Alumni Association, Incorporated
Formal Opening
(Recommended for all meetings of the General Assembly)

Rap I – President

Chaplain: Will the meeting please come to order?

President: I am about to open the meeting of the Alabama Agricultural &
Mechanical University Alumni Association, Incorporated.

Madam/Mister Secretary, do we have a quorum present?

Secretary: Yes, Mr./Madam President

Chaplain: (Step forward and lead the Association in the devotional service.)

I. Prayer: (assigned member or Chaplain)

II. The Normalite Creed (Read by Chaplain or body)

As an Alumnus of Alabama Agricultural & Mechanical University, My first
responsibility is to be informed about the progress of my Alma Mater at all times. I am
to actively seek information and to clarify misinterpretation of the University wherever
necessary. I hereby pledge to keep the University informed of my location.

Secondly------

To continue the education as begun at my Alma Mater through workshops, professional
meetings, and special programs of the Alumni Association for the professional and
personal development of its members.

Thirdly------

To replace myself at my Alma Mater with the most promising students that I can
influence. I will seek students who offer the greatest potential in academic, cultural,
religious, and social development. I will keep the name of my Alma Mater before them
throughout their preparatory years and help to assure that they articulate in accordance
with existing university regulations.

However diverse become my interests, I shall bear in mind these three responsibilities
bind Normalites together the world over.

AAMU Bylaws: Appendix C; page 1
Rap II (Members rise and repeat)

Motto: Service is Sovereignty

Rap I (members are seated)

Chaplain: Mr. President we are ready to proceed with business.

(Business is conducted)

Rap III Formal Closing

Chaplain – Prayer

Members sing University Hymn

UNIVERSITY HYMN----------------------------------------Words by J. F. Drake
Tune: Anonymous

Alabama A&M
Rich in heritage divine
Bless’d by the life of Councill brave
Who gave his all that thou might’st shine.

Alma Mater, blest be thy name,
Long live thy fame; long live thy fame!

Many thy brave and local sons
Sent from thy shrine on Normal’s Hill
Filled with a zeal for tasks well done
Anxious thy mandates to fulfill.

Long may you live to bless the world
For right and justice take a stand
As from your rocky heights you view
Your children’s work throughout the land.

Rap I - President: I declare this meeting of the Alabama Agricultural & Mechanical
University Alumni Association, Incorporated closed.

- The banner and seal should be displayed at all meetings of the Association.
Optional Opening and Closing

Rap I – To Open

President: I am about to open the meeting of Alabama Agricultural & Mechanical University Alumni Association, Incorporated.

Chaplain – Prayer

Business Session

Rap II – To Close

All (Motto) – Service is Sovereignty

President: I declare this meeting of the Alabama A & M University Alumni Association, Incorporated closed.

*Need banner and seal.

AAMU Bylaws: Appendix D
Leader: Since we here last assembled, ________ of the jewels of our happy family have been taken from our midst, and we come to do honor to their memory.

Lighting of the Candles: With these candles, we express our eternal love and our deepest respect.

People: Strong Son of God, Immortal Love, Whom we that have not seen Thy face, by faith and faith along embrace, believing where we cannot prove, as we come to honor the memory of our Late Normalities, give us the serenity to accept Thy will and the courage to take up the tasks that these, our beloved, have now relinquished.

Leader: They may not have passed on life's highway the stone that marks the highest point, but being weary for the moment, they lay down by the wayside and fell into a sweet and perfect sleep—a sleep which kisses down their eyelids still.

People: Yet, after all, it may be best, just in the happiest sunniest hour of all the voyage, While eager winds are kissing every sail, to dash against the unseen rock and meet, with courage, the inevitable reaper, and in an instant hear the billows roar—-a sunken ship.

Leader: For whether in mid-sea or among the breakers of the farther shore, some sadness marks the end of all. And every life, no matter if its every hour is rich with love and every moment jeweled with a joy will come to its close.

All: Sunset and evening star
And one clear call for me
Any may there be no mourning of the bar
When I put out to sea.

For Tho' from out our bourne of time and place
The flood may bear em far
I now I'll see my Pilot face to face
When I have crossed the bar
GRIEVANCE PROCEDURE

In accordance to the Alabama Agricultural and Mechanical University Alumni Association, Incorporated Constitution and By-Laws, adopted May 2008, the following Grievance Procedures will be recognized by the Association and its members.

I. Purpose: The purpose of the grievance procedure is to resolve disputes between an active member and the executive body of the Association as quickly and amicable as possible.

II. Definitions
A. Grievance is an alleged misapplication or misinterpretation of the constitution, by-laws, policies, and a basic right of a person.
B. Time is central standard or central daylight time
C. Days are all week days: Monday – Friday
D. Witness is a person to substantiate or disapprove an allegation
E. Constitution and By-Laws are the approved documents that governs the organization
F. Executive Body is comprised of the officers, board of directors, and the executive committee
G. Mail: All mail is certified mail

III. The grievance must be in writing stating the article, section, etc. of the Constitution that is alleged to have been misapplied or misinterpreted and by whom.

IV. If either party does not meet the timelines, unless mutual extended, the party not meeting the timeline forfeit all rights.

V. Only active members and active chapters in good financial standing have the right to use the grievance procedure.

VI. The procedure may open or close at the discretion of the aggrieve party.

VII. Representation: Either party may choose to be represented by a person of their choosing.

VIII. The Procedure:
STEP 1: The aggrieved party shall submit the grievance in writing to the president of the association within ten (10) days of its occurrence. The president or the next officer in succession of authority according to Robert’s Rules of Order (if the president is a party of the grievance) shall respond in writing within ten (10) days of receipt of the grievance. If the aggrieved party is not satisfied with the response, then he/she has ten (10) days to appeal to STEP 2, the Executive Committee.

STEP 2: If the aggrieved party is not satisfied with the decision at Step 1, then he/she may appeal to STEP 2, the Executive Committee. Upon receipt of the grievance the Executive Committee shall convene at a mutual site within twenty (20) days. During the hearing all parties shall be allowed to present documentation and witness to support their position. At the conclusion of the hearing, the Committee shall render a written response within fifteen (15) days of the hearing. A majority vote, by secret ballot, is required for a decision. The Committee may or may not issue a rationale for its decision. After the decision, the ballots should be available for review. If the aggrieved party is not satisfied with this decision, then he/she has fifteen (15) days after the receipt of the decision to appeal to STEP 3, the Board of Directors.

STEP 3: The Board of Directors shall convene within thirty (30) days of receipt of the grievance. The Board shall convene on the University Campus or a mutual site. All parties shall have the right to present documentation and witness. Upon completion of the hearing, the Board shall vote by secret ballot and a majority vote is required for a decision. The Board shall give a rationale for its decision and shall inform the aggrieved party within twenty (20) days of the closing of the hearing. The Board decision is final.
G. Copies of the Constitution and Bylaws

To obtain a copy of the Constitution and Bylaws, please indicate complete address, chapter name, and submit your request to:

Alabama A&M University Alumni Association, Inc
P.O. Box 348
Normal, Alabama 35762

H. Renew Membership

To join or renew your membership, please enclose proper dues and mail with your name, address, and phone number to the above address.