

## Items to consider while creating your chapter bylaws:

Bylaws outline the internal governance structure and operations of the chapter. The Bylaws should be drafted to be general enough to allow for flexibility but specific enough to serve as a guiding document.

Your bylaws should include:

- The name and purpose of your chapter
- Requirements and privileges of membership in your chapter
- An outline of the structure of the leadership board.
  - All officers and a summary of their role.
  - Mandatory committees, their composition, and responsibilities.
  - Qualifications to serve
  - Elections process
  - Term limits
  - Removal or vacancy process
- Explanation of any procedures
  - Conducting regular business
  - How often meetings (general, special, board) will be held
  - Budget
  - Decision making/voting procedure
  - Amendment process.

After completion of your bylaws draft, distribute copies to all people involved in the approval process and meet as a group to discuss the proposed bylaws.

Once a final draft is approved, send copies to all officers and the National Alumni Association staff, ensure chapter officers are putting bylaws into effect, and make plans to review and amend bylaws regularly.

Source: <http://ctb.ku.edu/en/table-of-contents/structure/organizational-structure/write-bylaws/checklist>

By-Laws of the \_\_\_\_\_ County Chapter of The University of Alabama National Alumni Association

Article I. Name

The name of this organization shall be \_\_\_\_\_ County Chapter of the National Alumni Association.

Article II. Purpose and Goals

The overall mission of the chapter is to support the National Alumni Association in its goals by, but not limited to, the following actions: cultivating University of Alabama alumni and friends' continued interest in the University; connecting alumni with one another in our area for social and business relationship building; providing continuing education/enrichment experiences for alumni and friends, showcasing our faculty, administrators and athletic programs; encouraging alumni to become members of the National Alumni Association; providing scholarships and other support to UA students from our chapter area, encouraging prospective students to attend the University; and improving our local community through community service.

Article III. Members

Section 1. Membership is open to all University of Alabama alumni, friends, and parents living in our chapter area.

Section 2. Dues: Membership dues are charged annually at the beginning of each fiscal year. Membership dues should not exceed \$15/individual or \$25/family.

Article IV. Meetings

Section 1. Regular Meetings. Regular meetings of the chapter shall be held on a quarterly or as-needed basis.

Section 2. Special Meetings. Special meetings of the chapter may be held on call of the Board of Directors.

Section 3. Notice of Meeting. Written notice stating the date and hour of each meeting shall be emailed to each member not less than three weeks before each meeting. Announcement of meetings will be made via electronic and/or paper communication.

Section 4. Parliamentary Procedure. Robert's Rules of Order is adopted.

## Article V. Officers

Section 1. The Board of Directors shall manage the business and affairs of the chapter and have no fewer than four active members.

Section 2. The Board of Directors shall meet at least once monthly at an agreed upon time and place. At least 2/3 of the board members must be present before board business may be conducted.

Section 3. The Board of Directors must have the following officers:

**President:** This position will oversee the development of the chapter, manage chapter officers, oversee chapter financial health, insure completion of all required reports and forms, and serve as liaison to NAA through attendance at Chapter Leadership Workshop and Alumni Council meetings.

**President Elect/Vice President:** This position will assist the President with chapter management and attend Chapter Leadership Workshop in the President's absence.

**Treasurer:** This position will maintain accounting records, prepare and send membership notices, take reservations and host registration table at chapter events, report financial standing to chapter each quarter or no less than twice a chapter year.

**Secretary (or equivalent):** This position will maintain the chapter's records including bylaws, event calendar, chapter's communication to members, roster, and meeting minutes.

**Student Recruitment Coordinator:** This position will serve as the liaison to the University of Alabama admissions recruiter in our local area, organizing recruitment activities and promoting UA student programs.

Section 4. Officer terms of office shall be for one or two years, and should run concurrently with the terms of the officers of the National Alumni Association. Only the secretary and treasurer may be elected to successive terms, if the need presents itself.

Section 5. All members of the chapter in good standing are eligible to serve in a chapter office. All officers of this chapter must either be active members or become active members of the National Alumni Association within 21 days after election or their offices shall be vacated.

Section 6: A nominating committee of no less than three chapter members should create a slate of officers for the chapter to approve. Chapter members in good standing can self-nominate or be nominated by other members. All nominations must be received by a deadline set and publicized by the nominating committee. For the inaugural year of a new chapter, the nominating committee will be from the National Alumni Association.

Section 7: Removal: An elected officer may be removed from office by a two-thirds (2/3) vote of members of the Board of Directors for any of the following reasons:

- a) conduct determined to be detrimental to the best interests of the chapter

- b) failing to perform his or her duties properly and in good faith.
- c) three (3) consecutive absences from regular meetings of the Board of Directors or of the general chapter, excluding game watch parties.

Prior to being removed from office, the chapter president should address any issues in writing with the officer. If a vote for removal is to occur, the officer shall be given written notice of the vote at least two weeks in advance of a meeting at which the officer's removal is to be considered.

An officer may resign at any time by written notice to the Board of Directors. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein.

Section 8: Vacancies: In the event an officer cannot complete a term in office, the chapter president will seek nominations from the general membership, and within thirty calendar days provided a list of candidates to complete the term to the Board of Directors. The Chapter President shall call a meeting of the Board of Directors for the purpose of selecting and approving, by a majority, the candidate to fill the vacancy.

## Article VI. Committees

Section 1. Committees may be appointed by the Board of Directors.

Section 2. Committee chairmen shall coordinate the work of their respective committees and report the work to the Board of Directors.

Section 3. Committees can include, but are not limited to:

**Membership (or equivalent):** This committee will be responsible for generating ideas to attract new members, retaining current members, and maintaining an accurate record of membership to be submitted to NAA each year.

**Communication/Publicity (or equivalent):** This committee will be responsible for updating and maintaining the chapter's website, social media, printed materials, fliers, e-newsletters, etc.

**Scholarship:** This committee assists in the selection of chapter scholarship recipients and encourages support and growth of chapter scholarship endowments through fundraising and chapter activities.

**Hospitality:** This committee welcomes new alumni moving into the area and encourages chapter participation.

**Programming:** Under the guidance of the president and vice president, this committee plans events, selects venues, and secures event and program logistics.

**Nominating:** This committee identifies leadership potential and recruits chapter members to run for office of the chapter.

Article VII. Books and Records

Section 1. The chapter shall keep minutes of all proceedings of the chapter and such other books and records as may be required for the proper conduct of its business and affairs.

Section 2. A budget will be maintained by the Treasurer to be approved annually by the chapter.

Article VIII. Amendments

These Bylaws may be amended at any regular or special meeting of the Chapter. Notice of the proposed Bylaw change shall be provided to each member at least five (5) days prior to the date of the meeting. Bylaw changes require a two-thirds (2/3) majority vote of the chapter members present.

These bylaws were approved at a meeting of the \_\_\_\_\_ (board of directors, officers, general membership) on \_\_\_\_\_ (date).