

1 **COPPIN STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION**
2 **CONSTITUTION (REVISED 12/21/2011 – APPROVED 2/18/12)**

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4
5 **ARTICLE I**

6 **Name**

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9 The name of this organization shall be The Coppin State University National Alumni
10 Association (CSUNAA). The CSUNAA is an internal alumni association as recognized by the
11 University of Maryland Board of Regents. The Executive Board will oversee all activities and
12 operations of the CSUNAA and operate in cooperation with the Coppin State University Office
13 of Alumni Relations.
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16 **ARTICLE II**

17 **Purpose**

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20 **Section 1.** The Purpose of this organization shall be:
- 21
 - 22 A. To provide opportunities for its members to maintain a close relationship
 - 23 among themselves and with the University.
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 - 25 B. To aid in the University’s growth and development.
 - 26
 - 27 C. To keep members informed about activities, existing conditions and progress
 - 28 at the University.
 - 29
 - 30 D. To provide support for the University’s programs and fundraising efforts.
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33 **ARTICLE III**

34 **Organizational Structure**

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37 **Section 1.** The CSUNAA shall be composed of an Executive Board, the General Body and
38 Alumni Chapters.
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40 **Section 2.** The Executive Board shall consist of the elected officers, one voting
41 representative from each active alumni chapter, committee chairpersons and a
42 student representative.
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44 **Section 3.** The Executive Board shall be the governing body of the CSUNAA.
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1 **Section 4.** An alumni chapter shall be defined as an official unit of the CSUNAA, which
2 operates in an area of special interest or geographic area. Approval of an alumni
3 chapter must come from the Executive Board and the Director of Alumni
4 Relations. Approval of an alumni chapter may be withdrawn by the Executive
5 Board for non-compliance with University or CSUNAA policies and procedures.
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8 **ARTICLE IV**

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10 **Membership**

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12 **Section 1.** Membership shall be open to all graduates and former students of Coppin State
13 University or the University under any of its former names. In addition, any
14 person who has an interest in promoting the University may apply for associate
15 membership.
16

17 **Section 2.** CSUNAA members will be classified as Regular, Life, Joint and Associate
18 Members.
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21 **ARTICLE V**

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23 **Executive Board Members**

24
25 **Section 1.** The members of the Executive Board shall consist of the President, First Vice
26 President, Second Vice President, Treasurer, Recording Secretary,
27 Parliamentarian, Sergeant-at-Arms, Immediate Past President, Director of Alumni
28 Relations, one representative of each active alumni chapter, committee
29 chairpersons and a student representative.
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32 **ARTICLE VI**

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34 **CSUNAA Officers**

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36 **Section 1.** The elected officers of the CSUNAA shall be President, First Vice President,
37 Second Vice President, Treasurer, Recording Secretary, Parliamentarian and
38 Sergeant-at-Arms.
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40 **Section 2.** The election of officers shall be carried out in accordance with the provisions of
41 the CSUNAA Constitution and Bylaws.
42

43 **Section 3.** All officers shall serve for a term of two (2) years and are eligible for reelection to
44 a second consecutive term.
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1 **Section 4.** The President with the approval of the Executive Board may recommend officers
2 to fill any vacancy that may occur between elections.
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5 **ARTICLE VII**

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7 **Meetings**

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9 **Section 1.** The Executive Board shall convene at Coppin State University monthly, except
10 during the months of July and August.
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12 **Section 2.** The General Body shall meet at Coppin State University quarterly. The meetings
13 shall be held during the months of January, April, August and November.
14

15 **Section 3.** The President may call special meetings to attend to urgent matters when deemed
16 necessary or when requested by three financial members.
17

18 **Section 4.** The CSUNAA shall convene an annual meeting during homecoming week.
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20 **Section 5.** The Executive Board shall determine the day, time and place of all meetings.
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23 **ARTICLE VIII**

24
25 **Nominating and Election Committees**

26
27 **Section 1.** A Nominating Committee consisting of no more than five (5) members of the
28 CSUNAA, in good standing, shall be selected by the Executive Board. Current
29 Board members may not serve on the Nominating Committee.
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31 **Section 2.** An Election Committee consisting of no more than five (5) members of the
32 CSUNAA, in good standing, shall be selected by the Executive Board. Current
33 Board members may not serve on the Election Committee.
34

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36 **ARTICLE IX**

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38 **Amendments**

39
40 **Section 1.** All proposed amendments to the Constitution must be submitted in writing and
41 presented to the Executive Board at least thirty (30) days prior to dissemination to
42 the membership.
43

44 **Section 2.** The Executive Board, upon receipt and review of a proposed Constitutional
45 Amendment(s), shall direct the Constitution and Bylaws Committee in

1 conjunction with the Director of Alumni Relations to disseminate the proposed
2 amendment(s) to the membership at least thirty (30) days prior to a vote.

3
4 **Section 3.** This constitution may be amended by two-thirds (2/3) vote of the membership
5 present at a CSUNAA general membership meeting, provided the general body
6 was notified at least thirty (30) days prior to the meeting.

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8 **Section 4.** This constitution shall be fully reviewed every four years by the Constitution and
9 Bylaws Committee.

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1 **COPPIN STATE UNIVERSITY NATIONAL ALUMNI ASSOCIATION**
2 **BYLAWS (REVISED 12/21/2011 – APPROVED 2/18/12)**

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5 **ARTICLE I**

6 **CSUNAA Membership Requirements**

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9 **Section 1.** **Regular Member** - Any person who is a graduate or former student of Coppin
10 State University or the University under any of its former names, and is financial
11 with the CSUNAA.

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13 **Section 2.** **Life Member** - Any regular member who has paid the requisite life membership
14 fee to the CSUNAA.

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16 **Section 3.** **Associate Member** - Any person who is not a former student of Coppin State
17 University or the University under any of its former names, who has an interest in
18 promoting the University and who pays the requisite membership fee.

19
20 **Section 4.** **Joint Members** - Regular, Life and Associate Memberships are available for
21 couples who meet the requirements for each membership category. A discounted
22 membership fee will apply to joint memberships.

23
24 **Section 5.** **Membership Year**- The membership year shall be from July 1st to June 30th.

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26 **Section 6.** **Membership Fees**- Membership fees shall be established by the CSUNAA
27 Executive Board.

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30 **ARTICLE II**

31 **CSUNAA Alumni Chapters**

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34 **Section 1.** Each active alumni chapter shall elect its own officers and set up its own
35 constitution and bylaws which must be in conformity with those of the CSUNAA.

36
37 **Section 2.** Each chapter shall file a copy of its constitution and bylaws with the Office of
38 Alumni Relations.

39
40 **Section 3.** An active membership roster of each alumni chapter shall be submitted to the
41 CSUNAA and the Office of Alumni Relations by September 30th of each year.

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43 **Section 4.** Each chapter must submit a membership fee of \$5.00 per member to the
44 CSUNAA by September 30th of each year.

1 **ARTICLE III**

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3 **CSUNAA Executive Board Requirements**

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5 **Section 1.** Membership of the Executive Board shall include the President, First Vice
6 President, Second Vice President, Treasurer, Recording Secretary,
7 Parliamentarian, Sergeant-at-Arms, Immediate Past President, Director of Alumni
8 Relations, one representative of each active alumni chapter, committee
9 chairpersons and a student representative.

10
11 **Section 2.** **Financial status-**All Executive Board members and representatives to the
12 Executive Board must be financial at the National level. Chapter representatives
13 must be financial at the chapter level also.

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16 **ARTICLE IV**

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18 **CSUNAA Executive Board Powers**

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20 **Section 1.** The Executive Board shall be the governing body of the CSUNAA.

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22 **Section 2.** The Executive Board shall be empowered to:

- 23
24 A. Establish and approve operational, financial and administrative procedures
25 and policies by which the CSUNAA shall operate.
26
27 B. Establish fees for all membership classifications and the method of payment
28 for the fees.
29
30 C. Establish and supervise the fiscal affairs of the CSUNAA.
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32 D. Appoint ad hoc committees as deemed necessary.
33
34 E. Fill any vacancies on the Executive Board that may occur between elections.
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37 **ARTICLE V**

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39 **CSUNAA Executive Board Meetings**

40
41 **Section 1.** The Executive Board shall convene at Coppin State University monthly, except
42 during the months of July and August. The Executive Board shall determine the
43 day, time and place of the meetings.

44
45 **Section 2.** A quorum of the Executive Board for the conduct of official business shall consist
46 of five (5) members in good standing. Three (3) of the members shall be officers,

1 one of whom must be the President, First Vice President or Second Vice
2 President.

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5 **ARTICLE VI**

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7 **Governance**

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9 **Section 1.** If any portion of this Constitution is declared void, and is to be stricken, all other
10 portions of this Constitution remain in effect.

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13 **ARTICLE VII**

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15 **Parliamentary Authority**

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17 **Section 1.** Robert’s Rules of Order shall prevail at all meetings of the General Body, the
18 Executive Board and all committees, unless inconsistent with the Constitution and
19 Bylaws of the CSUNAA.

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22 **ARTICLE VIII**

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24 **CSUNAA Meetings**

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26 **Section 1.** The General Body shall convene at Coppin State University quarterly. The
27 meetings shall take place during the months of January, April, August and
28 November.

29
30 **Section 2.** A quorum of the General body for the conduct of official business shall consist of
31 ten (10) members, in good standing, one of whom must be the President, First
32 Vice President or Second Vice President.

33
34 **Section 3.** The CSUNAA shall convene an annual meeting during homecoming week.

35
36 **Section 4.** A quorum of the annual meeting for the conduct of official business shall consist
37 of fifteen (15) members, in good standing, one of whom must be the President,
38 First Vice President or Second Vice President.

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41 **ARTICLE IX**

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43 **Nominating and Election of Officers**

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45 **Section 1.** The Nominating Committee is appointed by the Executive Board and shall be
46 responsible for the preparation of the slate of officers. In addition, distribution of

1 ballots is the responsibility of this committee, in conjunction with the Director of
2 Alumni Relations.

3
4 **Section 2.** Additional names may be added to the ballot by write-in nomination.

5
6 **Section 3.** The Election Committee is appointed by the Executive Board and shall be
7 responsible for opening, certifying and tallying ballots.

8
9 **Section 4.** A majority of the votes cast by the General Body, as indicated by the ballots
10 returned, shall determine the election to an office.

11 12 13 **ARTICLE X**

14 15 **Duties of CSUNAA Officers**

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17 **Section 1.** The **President** shall:

- 18
19 A. Preside at all meetings of the CSUNAA and the Executive Board.
20
21 B. Represent the CSUNAA at all formal meetings, events and activities when a
22 request is made for representation.
23
24 C. Approve all disbursements prior to their transmittal for payment in
25 conjunction with the Director of Alumni Relations.
26
27 D. Appoint all persons for committees not otherwise provided for in the
28 Constitution and Bylaws.

29
30 **Section 2.** The **First Vice President** shall:

- 31
32 A. Serve as liaison representative of the CSUNAA.
33
34 B. Coordinate programs and activities of the CSUNAA, excluding the
35 Membership Committee.
36
37 C. Perform all duties of the President, in the absence of the President.
38
39 D. Perform other duties assigned by the President or the Executive Board.
40
41 E. Assume the office of the President in the event of resignation, removal from
42 office or death.

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44 **Section 3.** The **Second Vice President** shall:

- 45
46 A. Coordinate membership programs and activities.

1 B. Perform the duties of the President and/or the First Vice President in their
2 absence.

3
4 C. Perform other duties assigned by the President or the Executive Board.
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7 **Section 4.** The **Treasurer** shall:
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9 A. Meet monthly with the Director of Alumni Relations to discuss disbursements
10 and receipts of the CSUNAA.
11

12 B. Set up procedures for receiving and disbursing funds and shall provide a
13 receipt for those CSUNAA transactions.
14

15 C. Provide and present monthly financial reports and an annual financial report
16 to the Executive Board of receipts and disbursements of the CSUNAA.
17

18 D. Collect and record membership fees in conjunction with the Director of
19 Alumni Relations.
20

21 **Section 5.** The **Recording Secretary** shall:
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23 A. Record all minutes of the Executive Board and all meetings of the CSUNAA.
24

25 B. Present recorded minutes to the aforementioned bodies for acceptance.
26

27 C. Execute all CSUNAA correspondence and marketing material in coordination
28 with the Director of Alumni Relations.
29

30 **Section 6.** The **Parliamentarian** shall:
31

32 A. Interpret the Constitution and Bylaws of the CSUNAA.
33

34 B. Robert's Rules of Order shall be the basis for decisions made by the
35 Parliamentarian.
36

37 **Section 7.** The **Sergeant-at-Arms** shall:
38

39 A. Maintain order in meetings and shall make adequate preparations for
40 ceremonies or special events.
41

42 **Section 8.** The **Immediate Past-President** shall:
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44 A. Assist the new President and Executive Board in any matter deemed necessary
45 by the Executive Board.
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ARTICLE XI

Duties of CSUNAA Committees

Section 1. Event Planning Committee - The Event Planning Committee will plan all CSUNAA events in concert with the office of Alumni Relations. The committee will plan events that will have mass appeal to a wide array of alumni while staying within the CSUNAA Budget. The committee will also solicit volunteers to staff the events and will assist with developing the communication to promote events through the Office of Alumni Relations. The standing events held by the CSUNAA include an Alumni Retreat, Annual Meeting, Homecoming Activities and the MEAC Basketball Tournament.

Section 2. Scholarship and Financial Request Committee - The responsibility of this committee is to provide oversight for the financial contributions made to the University from a determined amount of dollars identified at the beginning of the academic year. This committee will review financial requests from campus student groups and determine whether financial assistance will be provided. This committee will also develop the criteria for the CSUNAA scholarship and ensure it is awarded to a student at Coppin. (Min. 5 members)

Section 3. Fundraising Committee - The Fundraising Committee is responsible for developing programs to raise money for the CSUNAA. The committee will identify the fundraising purpose for approval by the Executive Board and use fundraising tactics that are suitable and appropriate for our organization. This committee will also work in conjunction with the Office of Alumni Relations.

Section 4. Nominations, Awards & Special Recognition Committee - This committee will identify alumni to receive awards and special recognition both internally and externally. This committee will also be responsible for identifying those individuals whom the CSUNAA will honor each year with the Fannie Jackson Coppin Award.

Section 5. Volunteer Committee - This committee will coordinate alumni volunteerism in collaboration with the Office of Alumni Relations. A roster of event volunteers will be maintained in the Office of Alumni Relations. These volunteers will be contacted whenever there is an event that needs staffing. These individuals are not expected to pay to attend the event because they are expected to work during the event.

Section 6. Membership Committee - The Second Vice President will chair this committee. This committee will be responsible for processing all membership applications received through the Office of Alumni Relations and those that are received during events, or otherwise. The committee will also coordinate a yearly membership mailing in collaboration with the Office of Alumni Relations. The chairperson and the Director of Alumni Relations will serve as the custodians of

1 the membership roster. The chairperson will work out of the Office of Alumni
2 Relations.

3
4 **Section 7. Constitution and Bylaws Committee** - In cooperation with the Executive Board
5 and the Director of Alumni Relations this committee is responsible for executing
6 all revisions and proposed amendments to the constitution and bylaws of the
7 CSUNAA.
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10 **ARTICLE XII**

11 **Removal of Officers and Committee Chairpersons**

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14 **Section 1.** The Executive Board by a 2/3 vote of the financial members present may remove
15 any officers of the organization for violation of the CSUNAA Constitution and
16 Bylaws or neglect of duties.
17

18 **Section 2.** An elected officer of the Executive Board who misses three or more consecutive
19 meetings of the Board, without valid reasons, shall be referred to the Executive
20 Board for action.
21

22 **Section 3.** The President, with the concurrence of the Executive Board, shall have the power
23 to remove from office for cause, any Chairperson that was appointed by the
24 President. The chairperson shall not be entitled to a hearing.
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27 **ARTICLE XIII**

28 **Order of Business Meetings**

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31 **Section 1.** The following shall be the order of business meetings of the CSUNAA except
32 where altered or suspended by call for same:
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- 34 A. Call to Order
- 35 B. Adoption of Minutes of previous meeting
- 36 C. Correspondence
- 37 D. Report of Officers
- 38 E. Report of Committees
- 39 F. Unfinished Business
- 40 G. New Business
- 41 H. Adjournment
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ARTICLE XIV

Fiscal Year

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Section 1. The fiscal year for the CSUNAA shall run from July 1st through June 30th of the following calendar year. If deemed advisable, the Executive Board may change these dates.