

Implemented June 2019

SAN DIEGO STATE UNIVERSITY ALUMNI ASSOCIATION

San Diego State University – African American Alumni Chapter (AAAC)

BYLAWS

ARTICLE I: NAME

Section A: Name

This affinity alumni organization shall be known as the San Diego State University (SDSU) African American Alumni Chapter (AAAC) or SDSU-AAAC sometimes referred to herein as the “AAAC” or Black Alumni.

Section B: Affiliation

The San Diego State African American Alumni Chapter is a recognized affiliate of the San Diego State University Alumni Association.

ARTICLE II: MISSION STATEMENT AND PURPOSE

Section A: Mission Statement

The African American Alumni Chapter (AAAC) seeks to build a proactive organization through Recruitment, Engagement, and Support to strengthen the relationship between the African American community and San Diego State University.

Section B: Purpose

To achieve its Mission, the AAAC will:

- 1. Recruit:** The AAAC will actively increase membership through effective Alumni cultivation strategies and community partnerships in order to maintain relationships with Alumni and increase Aztec pride.
- 2. Engage:** The AAAC will connect with current and prospective Alumni to inform them of upcoming events by maintaining a social media presence, utilizing local media, and distributing promotional materials.
- 3. Support:** The AAAC will actively coordinate and execute a yearly calendar that includes social, community, and university events, which will connect the AAAC with current students, Alumni, Faculty/Staff, and the SDSU Community.
- 4. Advocate:** The AAAC will champion strategic initiatives and events which serves to inspire students, faculty and the community to embrace the African diaspora culture, talents, and experiences.

5. Encourage: The AAAC aims to encourage and assist San Diego State University and its Black Students in the areas of:

- a. Heightening the African American presence within the SDSU Faculty, Staff, and University Administration Recruitment
- b. Fostering community partnerships with Black businesses
- c. Maintaining strong alliances with the AAAC as a partner and a student resource
- d. Improving Student Retention and Graduation Rates

ARTICLE III: FISCAL YEAR

Section A: Fiscal Year

The fiscal year will coincide with the SDSU Alumni Association fiscal year of **July 1st through June 30th**

ARTICLE IV: MEMBERSHIP

Membership in the SDSU-AAAC shall be open to all alumni, current students, faculty, staff, family members of alumni (e.g., parents, spouses, children or siblings), donors, community partners, and friends.

Section A: Levels of Membership

There are two levels of membership: Member-at-Large and Voting Member.

Member-at-Large

Any Non-Financial member who is interested, actively participates in the Chapter's activities, and who regularly attends meetings is considered a Member-at-Large.

Voting Member

Any member who is in "Good Financial Standing" with the San Diego State University Alumni Association and is not in a Suspended or Inactive Status is considered a Voting Member.

Section B: Membership Status

Members may be in an Active, Inactive, or Suspended Status.

Active Members: Any interested individual who has actively participated in the Chapter's activities in the current year, and who regularly attends meetings shall be considered an Active Member.

Inactive Members: Any member who has not actively participated in the Chapter's activities in the current year, and who does not regularly attend meetings shall be considered an Inactive Member.

Suspended Members: The AAAC has the authority to deny or suspend any right or privilege of active membership if it is in the best interest of the AAAC, SDSU, or if there is a violation of any rights or privileges of membership, or for conduct inconsistent with the goals or image of San Diego State

University or the AAAC, or for other good cause. Any such action shall be considered and determined after hearing either by the AAAC Executive Board/Committee, and/or an ad hoc committee of Chapter members as determined by the Executive Board/Committee, which could also include representatives from the SDSU Alumni Association, and/or San Diego State University. **Any member in a suspended status shall not be allowed to vote.**

Section D: Dues:

No dues are required and all SDSU Alumni are considered members of the San Diego State University Alumni Association (financial or non-financial).

ARTICLE V: THE EXECUTIVE COMMITTEE

Section A: SDSU AAAC Officers

The governing body of the SDSU AAAC is comprised of the Chapter Officers. These members will be elected in accordance with procedures set forth in Section B.

The Chapter Officers will be President, Vice President, Secretary, Treasurer, and Three Elected Board Members. These officers shall constitute the Executive Board aka "Executive Committee." All Officers shall be elected to serve two-year terms and shall be selected from the voting members of the AAAC. [Voting Officers are President, Vice President, Secretary, Treasurer, and Board Members, One, Two and Three.](#) Voting Members are those who are in Good Standing with the SDSU Alumni Association.

The Chapter Officers of the SDSU AAAC agree to abide by the AAAC Bylaws and governing documents.

Section B: Eligibility and Nomination

All BOARD OFFICERS must be Voting Members and Graduates of San Diego State University.

A Nominating Committee, appointed by the President will conduct nominations at least one meeting prior to the meeting when the actual voting will take place; preferably during the May meeting for a June Vote and a July Installation

Section C: Election

Eligible voting members of the AAAC may vote on a ballot disseminated during the meeting designated for voting. Each active voting member of the AAAC is entitled to cast only one vote for each office available.

Section D: Terms of Office

Elected/appointed members of the Chapter Officers commence their term of office at the board or general body meeting following their election. Officers shall serve terms of office of two years, not to exceed 2 consecutive terms. Preferably the terms shall be staggered.

Section E: Responsibilities

The Chapter Officers (Executive Board/Executive Committee) are responsible for the development of the organization, direction of activities, all record keeping involving the organization, coordinating fundraising and scholarship programs in tandem with committee chairpersons, and communication with AAAC members and the SDSU Alumni Association. You MUST be a Voting Member and graduate of San Diego State University in order to serve in any Elected Position of the AAAC.

Duties of the Chapter Officers are as follows:

Elected Positions (Executive Committee)

President: The President shall schedule, convene and preside at all meetings of the AAAC and of the executive committee. The President shall make committee appointments and shall be an ex-officio member of all committees. The President will serve as the primary liaison between the AAAC, SDSU, and the SDSU AA. The President shall also participate in SDSU AA leadership activities and ensure all materials requested by SDSU or the SDSU Alumni Association are submitted in a timely manner.

Vice President: The Vice President shall assume the duties of the President in the absence of that officer and shall render assistance in the performance of chapter activities and business.

Secretary: The Secretary shall create and disseminate the Meeting Agenda for formal meetings, and in conjunction with the President shall submit an annual chapter report. The Secretary shall maintain a digital roster of the chapter's officers and members including the work and home mailing address; work, home, and cell phone numbers and email addresses; and ensure that this up-to-date chapter roster list is submitted with the annual chapter report as needed to the SDSU AA. The Secretary will also be responsible for taking notes and provide meeting minutes for all formal chapter meetings.

Treasurer: The Treasurer shall keep an accurate account of all financial transactions of the chapter and shall report on these matters at all executive committee and general meetings. The Treasurer will also collect and deposit fees for any special events and fundraisers in accordance with policies and procedures established by the AAAC and its governing policies and procedures.

Three Executive Board Members: The Board Members shall advise the executive committee and assist in the decision making for the AAAC at-large.

The Executive Committee: The Executive Board/Committee is comprised of the elected positions above, and shall hold separate meetings as needed in order to conduct business, vote, and act on behalf of the general body throughout the fiscal year.

The offices of Secretary and Treasurer may be held by a single person, whereas other elected offices cannot.

Appointed Positions (By the President or Designee on an "As Needed Basis")

Sergeant-at-Arms: The Sergeant at Arms should maintain order and security at all meetings and ensure that AAAC business is conducted in a proper and orderly fashion.

Parliamentarian: The Parliamentarian shall have the duty of instructing the members of the AAAC of the components of the current edition of ROBERT'S RULES OF ORDER. He shall also keep the Chapter members abreast of the proper order of meetings according to the By-laws of the chapter.

Advisory Board: The Advisory Board shall be appointed by the President under the recommendation of the Executive Committee and shall serve as advisors and/or consultants to the Executive Committee, and the AAAC overall. Members of the Advisory Board do not have to be graduates of SDSU.

Section F: Resignation and Vacancies

Any Officer of the Chapter may resign by giving written notice to the President (The President shall provide notice to the Vice President). Any Officer who is absent from two consecutive meetings without reasonable cause may be removed as a Chapter Officer by a majority vote of the AAAC Voting members present at any subsequent meeting. Any vacancy may be filled for the remainder of an unexpired term by appointment of the President and/or nomination by Chapter Officers and a majority vote of the Chapter Officers, provided a quorum is present.

ARTICLE VI: COMMITTEES

Section A: Nominating Committee

A Nominating Committee composed of a minimum of two chapter members shall preside over the election process. The committee will verify eligibility and provide a slate of officers to the chapter, **and ballots to voting members only**. In cases where a chapter needs to re-launch its leadership efforts, a feasible slate of nominees will be prepared and active voting members will vote on the candidates.

Section B: Special Committees

Special committees may be formed as needed by a resolution of the Chapter Officers or by motion to organize special projects, task forces or future development.

ARTICLE VII: MEETINGS AND PROCEDURAL RULES

Section A: Chapter Meetings / Annual Meeting / Events

There will be annually (4) quarterly team meetings with a minimum of two in-person meetings. Electronic mediums with Video are considered face to face meetings, provided the member is identifiable.

Of the four quarterly meetings one will be designated the "Annual Meeting" and must be one of the required in-person meetings. Other meetings or events will be held as needed.

Section B: Minutes

The official bulleted minutes of any Chapter business meeting shall be prepared within thirty (30) days after the meeting by the Secretary. A master digital file must be maintained by the AAAC Chapter.

Section C: Procedural Rules

Robert's Rule of Order Newly Revised shall govern in all cases not provided for by the foregoing Bylaws.

Section D: Voting

Decisions of the Executive Committee shall be made by a majority vote of the Voting Board Members. Decisions by the members shall be made by a majority vote of the Voting Members only. Voting by Proxy is not permitted.

Section E: Quorum

A quorum is only needed for meetings, votes, and decisions of the executive committee, and shall consist of not less than 50% plus one of the committee members. **Majority vote for the body will be determined by the majority of voting members present at a given meeting.**

ARTICLE VIII: FUNDS AND FINANCES

Section A: Checks, Drafts, Deposits

The treasurer will maintain on deposit a checking account, with a commercial bank approved by the Executive Committee of the AAAC. The account will have sufficient funds to permit efficient operation of the fiscal affairs of the organization. All checks, drafts, debits, or orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the SDSU African American Alumni Chapter shall be signed by one of two signers associated with the organizations Bank account. All expenses must be pre-approved by the board by a majority vote, or subsequently presented to the voting members for a vote.

The San Diego State University Alumni Association may accept on behalf of the SDSU AAAC any contribution, gift, bequest or other device for the general purposes or for any special purposes of the organization. Funds other than those required for routine operation of the SDSU AAAC will be invested as designated by the AAAC Executive Committee.

Section B: Records

All financial records shall be kept by the treasurer or other appropriate officer. As a signer on the account.

ARTICLE IX: AMENDMENTS

Section A: Authority

The authority to amend or alter these bylaws, in whole or in part shall rest in the final decision of a majority vote of the Voting Members of the SDSU AAAC.

Section B: Procedure to Amend

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority vote of Voting Members present at the meeting where the voting takes place. Suggestions for changes should be submitted by any member not less than 30 days in advance, and will be reviewed by the Executive Committee, and subsequently brought before the Voting Members for a Vote. No amendment shall be effective until approved by a majority vote of the AAAC.

ARTICLE X – INCLUSION

The San Diego State University African American Alumni Chapter does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all alumni, members of our staff, volunteers, and vendors.

Date submitted to the San Diego State University Alumni Association: XXXXXXX, 2019

Other Considerations for Addition:

ARTICLE XI – CONFLICT OF INTEREST AND VENDOR SELECTION

The AAAC shall take action to discourage and avoid any executive committee or advisory board member from leveraging his or her membership status for personal or financial gain.

SECTION A: Conflict of Interest Clause

The AAAC will take action to avoid conflicts of interest with Board Members and refrain from transacting business with Board Members and/or relatives of such Board Members unless approved by the Executive Committee. In the event that a potential conflict of interest arises, the executive board shall notify the general body of said potential conflict. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or chapter meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall ultimately decide if a conflict of interest exists.

SECTION B: Vendor Selection

AAAC Executive Committee, Voting Members, and Members at large who are suggesting any vendor services for the chapter, shall request quotes and a description of services from no less than three vendors. In the event that any AAAC member is offering their services for consideration of the AAAC, Executive Board approval is required, and it is incumbent upon the AAAC Executive Committee or its non-conflicting designee(s) to provide two additional quotes and descriptions of services before a decision can be made as to which vendor will ultimately be selected. The remaining board members shall decide if a conflict of interests exists.

Submitted by: The SDSU AAAC Bylaws Sub-Committee: Lyndon B. Earley (Chair), Ghangis Carter, Imani Harris, Andrew Paul Pierson, Isaac Williams, and Donte Wyatt

Approved Approved pending corrections Not approved

By the San Diego State University Alumni Association on Day, Month, Year

Date (SDSU AAAC Bylaws 2019.docx)