(PROPOSED REVISED JULY 2015)
BYLAWS OF THE
UNIVERSITY OF THE DISTRICT OF COLUMBIA
NATIONAL ALUMNI SOCIETY
(UDCNAS)

SECTION 1
PURPOSE

Section 1.1 Function. The Society will function as an organization under Section 501 (c)(3) of the Internal Revenue Code of 1986. The status of an individual chapter will be determined by applicable sections of the Internal Revenue Code, as appropriate.

Section 1.2. Mission. The mission of the Society and its membership is to enhance and support the continued existence of the University of the District of Columbia (UDC) by: Serving as a strong advocate for resources for The University of the District of Columbia at the State and Federal level; raising and giving funds to the University that will support its programs; recruiting students that will attend the University; recruiting alumni and others that will support the University and its goals, through membership in the Society; being a mentor to current students and set a positive example at all times; Maintain a close relationship among the UDC Alumni, including predecessor institutions; Support all alumni in their goals and business establishments; doing those things that perpetuate a positive image of the Society and the University; and influencing communities and governmental activities that will support the University’s priorities.

SECTION 2
MEMBERS

Sections 2.1 Active Membership. To be considered an Active Member of the Society the individual must pay required annual assessment(s) at the applicable Chapter, Region, and National levels. An Active Member is often referred to as a Voting Member or a ‘member in good standing’.

Section 2.2 Membership Categories

Section 2.2.1. Alumni Membership. Persons who are graduates for the former Miner Teachers College, Wilson’s Teacher’s College, D.C. Teacher’s College, Federal City College, the Washington Technical Institute, and the David A. Clarke School of Law; and the University of the District of Columbia, and persons who have completed at least one academic term and left in good standing, are eligible to become alumni Members in the Society. These eligible persons shall pay all applicable membership dues at the Chapter, Region, and National levels in order to become an Alumni Member.
Section 2.2.2. Associate Membership. A person who did not attend the University who is interested in supporting the causes of the Society may become an Associate Member by majority vote of the membership at any regular meeting of the Society by those present and voting. Any chapters may identify such a person and enroll them as an Associate Member in its Chapter. Associate Members may vote and hold elective office at the Region level and below at the discretion of the Region and Chapter respectively. Associate Members may vote at the National level. These eligible persons shall pay all applicable member dues at the Chapter, Region, and National levels, in order to become an Associate member. Associate Members shall not hold elective office at the National level.

Section 2.2.3. Recent University Graduate Membership. The first time a person graduates from UDC, at the associate’s, bachelor’s, master’s or juris doctorate (one graduation only), the university graduates shall have their national membership dues waived for the first membership year as provided in the official Society’s “Commencement Ceremony.” Recent graduates shall enjoy the same benefits alumni members with National Level Membership. Upon payment of applicable Chapter and Region dues within this first year, recent graduates shall then enjoy the same benefits as alumni members with Chapter affiliation.

Section 2.2.4. Students Life Membership. A student, pursuing an undergraduate degree at the University, after completing the first academic term, may become a Life Member upon full payment of a Five Hundred ($500.00) dollar one-time assessment.

Section 2.2.5. Subscribing Student Life Membership. An undergraduate student may also pay the $500 assessment in installments over their matriculation at the University until one (1) year after graduating from the University. Payment of the entire fee must be completed no later than one year after leaving the University. Subscribing Student Life members will agree, however, that once the installments are begun, if the installments are not paid in full on or before the deadline then all payments shall be forfeited to the Society.

Section 2.2.6. Honorary Membership. Persons identified as making distinguished contributions to the University of the District of Columbia, the Society, the community, and/or the nation may be enrolled as Honorary Members. Honorary Members will be selected by majority vote of the members present and voting at the national Meeting of the Association. Honorary members are not Active Members; therefore, they shall not vote or hold office in the Society and they shall not be obligated to pay membership dues to the Society.

2.3 Membership Status

Section 2.3.1. Life Membership Status. Upon meeting the financial and other qualifications as established by the Society, an Active Member shall acquire Life Membership Status upon the full payment of seven hundred fifty ($750.00) dollar one-time assessments. All persons with Life Membership Status shall be
exempt from paying national dues but are required to pay all applicable annual Chapter and Region dues to be considered as Active Members (members in good standing) of the Society.

2.3.2. Subscribing Life Membership
An Active Member may also pay the $750.00 assessment in installments over a period of either three (3) years or five (5) years. Subscribing Life members will agree, however, that once the installments are begun, if the installments are not paid in full on or before the three (3) or five (5) year time limit then all payments shall be forfeited to the Society.

2.4. NAS Membership Level

Section 2.4.1. National Membership. Persons who only pay the annual National assessment of $50.00; and do not pay annual dues at the Chapter and Region level are considered National Members. National Members cannot hold office at the national level, or vote in National elections, but may vote and participate at National Meetings if registered.

Section 2.5. Membership Assessments. No Region or Chapter may consider a person an active member of the Society until the member has paid annual National dues of fifty dollars ($50.00) to the Society, unless the member is a Life Member, and has paid the applicable dues to the respective Region or Chapter. Life Members shall be required only to pay the applicable dues to the respective Region or Chapter. Life Members shall be required only to pay the applicable Regional and Chapter dues. Dues are applicable at Region level if a member’s residential address of record with the Society is located within a Region that assesses regional dues for individual members or if the member belongs to a chapter located within a Region that assesses dues for individuals. Dues are applicable at the Chapter level if a member’s residential address of record with the Society is located within an approved geographical boundary. If a member lives outside of the areas of all chapter geographical boundaries, then chapter dues are not applicable to that member. A member, whose address of record is outside of all approved boundaries, may choose to join a chapter, but is not obligated.

Section 2.6. Membership Year. The Association’s membership year, which defines the time frame for the payment of dues, shall be January 1 – December 31. The fiscal year of the Society, the same for the University October 1 – September 30.

Section 2.7. Payment of dues.

a. If a member pays their dues at all applicable levels (Chapter, Regional or National) in certified funds in the Office of Alumni Affairs (OAA), at a Chapter Meeting, on a National or Chapter website, or any other approved payment location, once the funds are received electronically or in person by an official Chapter, Regional or National Officer or payment system whose duty it is to receive funds on a specific date, that member shall become active and financial for accounting purposes on that same date.

b. If a member pays by check, or other form of payment in which the funds require time to clear, for all applicable levels (Chapter, Regional or National) in the Office of Alumni Affairs (OAA), at a Chapter Meeting, on a National or Chapter website, or any approved payment location, once the funds are received electronically or in person by an official
Chapter, Regional or National Officer or payment system whose duty it is to receive funds on a specific date, that member shall become active and financial for accounting purposes on that same date unless those funds do not clear in that payment transaction. If funds need to be re-deposited or re-submitted for any reason, the member shall not be considered active and financial until the funds have cleared in an approved depository of the UDCNAS (Chapter, Regional or National account).

c. A member’s active and financial status shall not be delayed by failure of a Chapter, Regional or National Financial Officer failing to transmit the funds for the appropriate applicable level to the proper financial account (i.e. Chapter, Regional or National bank or funds account).

SECTION 3 OFFICERS

Section 3.1. Elected Officers. The National elected Officers of the Society shall be the President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Treasurer, Financial Secretary, and Corresponding Secretary. Officers elected at the Region level include the five (5) Regional Vice Presidents and five (5) Members-at-Large. Regions of the Society shall elect their respective Regional Officers.

Section 3.2. Appointed Officers. With majority approval of the Executive Board, the President shall appoint the General Counsel, Parliamentarian, Sergeant-at-Arms, Publicity Director, and Chaplin. All appointed officers shall serve at the will and pleasure of the President and do not require a suspension or impeachment process for removal by the President. The appointed officers, however, shall be subject to any impeachment or removal process by the Membership or Executive Board.

Section 3.3. All Officers. All elected and appointed officers must meet the qualifications for the office at the time of nomination. The elected and appointed officers shall perform the specific duties as outlined in the Constitution and Bylaws, the Society’s adopted Policies and Procedures Manual, and all other duties as prescribed in the parliamentary authority of the Society.

Section 3.4. Suspension/Removal of Officers. Any officer may be relieved of duty after a petition, signed by at least ten percent (10%) of active members of the Society, is presented to the Executive Board. The Executive Board on its own may also present a petition, moved and seconded by Executive Board Members, to the remaining Executive Board for its consideration. The petition shall specify the allegations and said allegations must be brought on reasonable ground. The Executive Board shall be required to immediately notify the said officer of allegations and present a copy of the signed petition to the said officer. The President, or Executive Board, must hold a hearing with the active membership at least 30 days, and not more than 60 days, after the officer has been notified. All active members of the Society must be notified of the hearing date, time, and place at least 15 days in advance. Prior to the hearing, the Executive Board, by two-thirds (2/3) majority vote, may place the accused officer on temporary suspension. The
suspension by the Executive Board shall not exceed 60 days. During the hearing, held with the active membership, the accused officer shall have the right to present a defense and witness(s). The active membership of the Society may vote during this hearing/meeting to lift any previous Executive Board suspension, suspend the officer for a defined period of time, or remove the officer from position. Removal or suspension of an officer requires a two-thirds (2/3) majority vote of the membership at the hearing/meeting, after the officer and accusers have presented their cases and witnesses(s).

Section 3.5. Right of Officers to Appeal Suspension/Removal. If new information becomes available, the officer may appeal a suspension or removal action by the submission of a Notice of Appeal letter to the President or Executive Board of the Society. Upon receipt of said notice, the President or Executive Board must hold an appeal hearing with active membership of the Society at least 15 days, and not more than 30 days, after the Notice of Appeal has been received. The date time and place of the appeal hearing shall be agreed upon by all parties concerned. All active members of the Society must be notified of the appeal hearing date, time, and place at least 15 days in advance. The officer appealing may present witness(s), and must present substantial new documentation to oppose the suspension or removal action. The membership may modify, or rescind the suspension or removal action. The membership may modify, or rescind the suspension or removal action by two-thirds (2/3) majority vote. The ruling of the membership during this appeal hearing/meeting will be final.

Section 3.6. Suspension/Removal of Members. Individual members of Society may be suspended from membership in the same procedures outlined in Sections 3.4 and 3.5.

Section 3.7 Terms of Office. All national elected officers shall serve a term of office off three (3) consecutive years beginning on January 1st, or immediately upon their election after January 1st. Elected officers shall hold office three (3) consecutive years or until their successors have been appointed and qualified. An officer shall not hold the same office for more than two (2) consecutive terms. No person who has held elected office, or acted in elected office, for more than one and a half (1.5) years of a term to which some other person was elected, shall be elected to that office more than one additional consecutive term. Except for the office of the President, the Executive Board shall have the power to fill the un-expired term of any vacancy in any national elective office of the Society. Succession to the office of President is bounded by the Order of Succession delineated herein.

Section 3.8 Order of Succession

If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor First Vice President to discharge the powers and duties of the office of the President, then the officer of the UDCNAS who is highest on the following list, and who is not under disability to discharge the powers and duties of the office of President shall act as President:
Second Vice President, Third Vice President, Recording Secretary, Treasurer, Financial Secretary, Corresponding Secretary, Regional Vice President in order of membership size of the Region; Regional Members-at-Large in order of membership size of the Region; General Counsel, Parliamentarian, Sergeant-At-Arms, Publicity Director and Chaplin.

Section 3.8.1. The same rule shall apply in the case of the death, resignation, removal from office, or inability of an individual acting as President under this subsection.

Section 3.8.1.1. An individual acting as President under Section 3.8 shall continue to act until the expiration of the then current Presidential term, except that –

Section 3.8.1.1.A. If the discharge of the powers and duties of the office is founded in whole or in part on the failure of both the President-elect and the Vice-President-elect to qualify, then they shall act only until a President or First Vice President qualifies; and

Section 3.8.1.1.B. If the discharge of the powers and duties of the office is founded in whole or in part on the inability of the President or Vice President, then they shall act only until the removal of the disability of one of such individuals.

Section 3.8.2. The subsections in Section 3.8 shall apply only to such officers that individually meet the qualifications for the Office of the President as provided in UDCNAS Bylaws prior to succession; and only to officers not under impeachment or suspension by the Membership or Executive Board at the time the powers and duties of the office of President devolve upon them.

Section 3.8.3. Inability of the President or First Vice President to Serve.

Section 3.8.3.1. In case of removal of the President from office or of his death or resignation, the First Vice President shall become President.

Section 3.8.3.2. Whenever there is a vacancy in the office of the First Vice President, the President shall nominate a First Vice President who shall take office upon confirmation by a majority vote of the Executive Board.

Section 3.8.3.3. Whenever the President transmits to the Recording Secretary his or her written declaration that he or she is unable to discharge the powers and duties of his office and until the transmission to the Recording Secretary a written declaration to the contrary, such powers and duties shall be discharged by the First Vice President as Acting President.

Section 3.8.4.4. Whenever the First Vice President and a majority of the Executive Board transmit to the Recording Secretary their written declaration that the President is unable to discharge the powers and duties of his office, the First Vice President shall immediately assume the powers and duties of the office as Acting President.
Thereafter, when the President transmits to the Recording Secretary his or her written declaration that no inability exists, the President shall resume the powers and duties of office unless the First Vice President and a majority of the Executive Board transmit within four days to the Recording Secretary their written declaration that the President is unable to discharge the powers and duties of office. Thereupon the Membership shall decide the issue, assembling within forty-eight hours for that purpose if not assembled for an Annual Meeting. If the Membership, within fifteen days after receipt of the latter written declaration determines by two-thirds vote that the President is unable to discharge the powers and duties of his office, the First Vice President shall continue to discharge the same as Acting President; otherwise, the President shall resume the powers and duties of office.

SECTION 4
NOMINATION AND ELECTIONS

Section 4.1 Nominating Procedures. During the second year of the term of office, the President shall appoint a nominating committee from the active membership of the Society consisting of five (5) active members—one member from each Region. Each appointment must be confirmed by a majority vote of the Executive Board. Nominations Committee Members shall be prohibited from actively campaigning for any candidate and cannot be a candidate themselves. The committee shall be present to the Society, at the National Annual Meeting, the names of qualified nominees from the floor at the Annual Meeting. In order to be included on the ballot, a member/nominee must meet all requirements of active and alumni membership, and meet all qualifications for the office, as prescribed in the Constitution and Bylaws, no later than the opening of the meeting at which the nominations are presented and approved. The Nominations Committee shall, in consultation with the Financial Secretary and Office of Alumni Affairs, have the responsibility to certify the nominees as candidates for office. The ballot shall contain the names of nominees from elective office.

Section 4.2 Elections Committee. Following the certification of all candidates that are to appear on the ballot, the President shall appoint an Elections Committee from the active membership of the Society consisting of five (5) members—one member from each Region. All appointments must be confirmed by a majority vote of the registered members at a national membership meeting present and voting. Elections Committee members shall be prohibited from actively campaigning for any candidate and cannot be a candidate themselves. The Elections Committee shall have the responsibility to ensure that the voting and election procedures are carried out with integrity, according to the adopted constitution, bylaws, policies and procedures of the Society. The lists of certified candidates and eligible voters, as determined by the Nominations and Elections Committees respectively, shall also require approval by a majority vote of the Executive Board. The Committee shall develop an election timeline, report and budget to the Executive Board for approval.
Section 4.3 Election Procedure. An election ballot and brief biographies of each approved candidate shall be mailed from the Society to each active eligible voting member in the Society. This information will mailed to each active eligible member, to the address of record, at least forty-five (45) days before the next scheduled, National Meeting. Returned ballots must be post-marked not later than ten (10) days prior to the commencement of the scheduled National Meeting. Prior to the scheduled meeting and in the event of administrative errors (i.e. ballot misprints, USPS mailings failures, etc.), which would prohibit adherence to the established ballot mailing and returned dates, the Elections Committee, after consultation with – and approval by an Executive Board majority vote, may extend the established mailing and return dates. The extension cannot project target parameters thirty (30) days beyond the previously established mailing and return dates. There shall be only one extension for the same election.

During the National Election, when more than two (2) candidates are competing for the same position, the winner will be decided by a simple major (more than half) of the eligible vote’s casts. Should no candidate receive the majority vote for a particular office, then a run-off election will be held between the fewest possible candidates receiving the highest number of votes. The run-off election will follow the same rules and procedures as the original election. In case of a tie or voting irregularities, which would adversely affect the validity of the run-off election, a second run-off may be held at the direction of the Executive Board.

Section 4.4 Voter Eligibility. To be eligible to vote in a notional election, the member must have paid Society dues at all applicable levels and must be an active financial member of record with the Society and in the Office of Alumni Affairs, at least 30 days prior to the mailing of ballots for the elections.

Section 4.5 Association Endorsements. Officers and members are free to endorse any Society candidate of their choice with the expectation of the Nomination Committee members and Election Committee members. Officers and members may endorse the candidate of their choice privately. All such endorsements should clearly reflect that their endorsements does not necessarily reflect the views of the Society. Officers making endorsements shall refrain from using official Society communication lines (i.e. the website, newsletter or official organ of the Society) to endorse candidates and must engage in electioneering or campaign activity at their own expense. Chapters and Regions, however, may caucus at their business meetings to determine if their Chapter or Region will endorse a Society candidate.

Section 4.6 Public Endorsements. All Society members shall refrain from any campaign or electioneering activities for public (federal, state or local) elected officials in violation of state or federal law or UDCNAS Regulations.
SECTION 5
QUALIFICATIONS AND DUTIES OF ELECTED OFFICERS

<table>
<thead>
<tr>
<th>Section 5.1 President Office</th>
<th>Qualifications</th>
<th>Duties</th>
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<tbody>
<tr>
<td><strong>President</strong></td>
<td>An active, alumni member of the Society; Attended and registered at two (2) National Meeting the past two years; A strong leader, willing to work diligently for the membership and the University; Working knowledge of Robert’s Rules of Order, parliamentary procedures, the Society’s Bylaws, and Policy and Procedures for the Society; Exhibits the spirit of teamwork and cooperation; Willing to serve until term expires; Supporter of the University and the Society.</td>
<td>Presides at all National Meetings, Chairs Executive Board Meetings; Appoints standing and special committees or persons as provided in the constitution; Serves as one of the authorized signatories on all checks and drafts, except payments made to oneself; Serves on interviewing committees of the University representing the Society; Serves as a member of Reunion Committees, representing the Society; Reviews contracts with the General Counsel; Makes Parliamentary rulings upon advice from Parliamentarian; Performs governmental relations through activities, that influence legislation and impacts the University; Performs ceremonial duties at graduations and Homecoming; Serves as keynotes speaker for chapter and alumni events.</td>
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### Section 5.2 First Vice President Office

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<tr>
<th>Qualifications</th>
<th>Duties</th>
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<tbody>
<tr>
<td>First Vice President</td>
<td>An active, alumni member of the Society; Attended and registered at least one type of each national Meeting within the past three years; Working knowledge of Robert’s Rules of Order, parliamentary procedures, the Society’s Constitution and Bylaws, and Policy and Procedures for the Society; Strong follower, willing to take orders and produce; Team Player; Committed to serve until the term expires; Supporter of the University and the Society; Willing to perform presidential duties in the absence of the President.</td>
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### Section 5.3 Second Vice President Office

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<th>Qualifications</th>
<th>Duties</th>
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<tbody>
<tr>
<td>Second Vice President</td>
<td>Same as for First Vice President</td>
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Alumni relations;
Serves as liaison to the XXXX Region with the responsibility of providing overall support and assistance as needed to improve membership and chapter participation.

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<tr>
<th>Section 5.4 Third Vice President Office</th>
<th>Qualifications</th>
<th>Duties</th>
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<tbody>
<tr>
<td><strong>Third Vice President</strong></td>
<td>Same as for First Vice President</td>
<td>Presides at National Meetings in the absence of the President, First and Second Vice Presidents; Chairs Executive Board Meetings in the absence of the President, First and Second Vice Presidents; Serves as a members of the XXX Committee and XXX Committee; Serves as liaison to the XXX Region with the responsibility of providing overall support and assistance, as needed, to improve membership and chapter participation.</td>
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<tr>
<th>Section 5.5 Recording Secretary Office</th>
<th>Qualifications</th>
<th>Duties</th>
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<tr>
<td><strong>Treasurer</strong></td>
<td>An active, alumni member of the Society; Proficient in understanding and use of the English language; Appropriate ability to read, Explicitly; Ability to compile and compose documents with clarity; Able to record, compile, compose, file and distribute minutes in a timely fashion; Amenable to fulfilling the duties until the end of the</td>
<td>Records minutes of all meetings; Serves as official custodian of all documents; Transmits all minutes, reports, committee reports, constitutional changes, etc. to chapters and Executive Board members within sixty days (60) after meetings; Serves as one of the three authorized signatories on all checks, drafts, vouchers and certified copies of acts of</td>
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<tr>
<td>Section 5.6 Treasurer Officer</td>
<td>Qualifications</td>
<td>Duties</td>
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<td>Treasurer</td>
<td>An active, alumni member of Society; Capable of maintaining accurate financial records and furnish surety company fidelity bonds; Committed to serve until term expires; Team Player</td>
<td>Serves on the Budget &amp; Finance Committee; Reconciles the check registry in collaboration with the Financial Secretary, Office of Alumni Affairs, and University Staff; Gives complete account of financial records when called upon; Submits reports at every meeting; Maintains accurate records by performing monthly audits to coincide with the disposition of funds; Submits an annual report to the Society at its general meeting; Responsible for the care and custody of all funds; Serves as one of the three authorized signatories on all checks, drafts and vouchers, except payments made to oneself.</td>
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<tr>
<th>Section 5.7 Financial Secretary Office</th>
<th>Qualifications</th>
<th>Duties</th>
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<tr>
<td>Financial Secretary</td>
<td>An active, alumni member of the Society; Comprehensive understanding of need and ability to maintain flawless finance records of funds received, deposited and disbursed; Committed to serve until term expires; Team Player.</td>
<td>Receives monies and forwards receipts for all funds processed at special Society functions and events; Surrenders all collected funds to the Treasurer with appropriate documentation; Serves on the Budget &amp; Finance Committee; Prepares and submits an annual report to the Society in collaboration with the</td>
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<tr>
<td>Section 5.7 Financial Secretary Office</td>
<td>Qualifications</td>
<td>Duties</td>
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<tr>
<td>Financial Secretary</td>
<td>An active, alumni member of the Society; Comprehensive understanding of need and the ability to maintain flawless finance records of funds received, deposited and disbursed; Committed to serve until term expires; Team Player</td>
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<td>Receives monies and forwards receipts for all funds processed at special Society functions and events; Surrenders all collected funds to the Treasurer with appropriate documentation; Serves on the Budget &amp; Financial Committee; Prepares and submits an annual report to the Society in collaboration with the Treasurer; Maintain official records of financial members of the Society, separating memberships in appropriate categories.</td>
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<tr>
<th>Section 5.8 Corresponding Secretary Office</th>
<th>Qualifications</th>
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<tr>
<td>Corresponding Secretary</td>
<td>An active, alumni member of the Society; Proficient in the understanding and use of the English language; Ability to compile and compose documents with clarity; Amenable to fulfilling the duties until the end of the term; Team player</td>
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<td>Sends notices to the membership announcing meetings, elections, etc. in a timely manner; Prepares, with the President, and communicates to members of the Executive Board, prior to the meetings, the Order of Business; Conducts general correspondence of the Society, excluding correspondence that is functionally proper to other officers or committees.</td>
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<tr>
<td>Section 5.9 Regional Vice President Office</td>
<td>Qualifications</td>
<td>Duties</td>
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<tr>
<td><strong>Regional Vice President</strong></td>
<td>An active, alumni member of the Society, Elected by the Region served; Team Player.</td>
<td>Serves on the Executive Board as the primary representative of the Region from which elected; Chief Executive officer of the Region; Responsible for overall administration of the Region’s membership and functional chapters; Coordinates activities of the Region with the UDCNAS President and Executive Board; Gives technical and administrative assistance to chapters of the Region when needed; Insures that chapters of Region submits reports as required; Presents written or oral reports on the status of the Region at National Meetings; Performs other duties as assigned by the President of Executive Board.</td>
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<th>Section 5.10 Member-at-Large Office</th>
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<tr>
<td><strong>Member-At-Large</strong></td>
<td>An active, alumni member of the Society; Elected by the Region served; Team Player</td>
<td>Serves as a member of the Executive Board as an additional representative from the Region from which elected; Serves as chairperson of National Committees; Performs duties as assigned by the President or Executive Board.</td>
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## SECTION 6
QUALIFICATIONS AND DUTIES OF APPOINTED OFFICERS

<table>
<thead>
<tr>
<th>Section 6.1 General Counsel Office</th>
<th>Qualifications</th>
<th>Duties</th>
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<tr>
<td><strong>General Counsel</strong></td>
<td>An active member of the Society; Working knowledge of Robert’s Rules of Order, parliamentary procedures, the Society’s Constitution and Bylaws, Policy and Procedures for the Society; Diplomacy in rendering decisions to govern the body; Capable of maintaining decorum at meetings; Team Player.</td>
<td>Reviews all Society contracts and submits ruling and suggestions in a timely manner; Submits written reports on all legal issues that could adversely affect the Society; Serves as a counselor on task forces or in meetings with legal implications.</td>
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<tr>
<th>Section 6.2 Parliamentarian Office</th>
<th>Qualifications</th>
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<tr>
<td><strong>Parliamentarian</strong></td>
<td>An active member of the Society; Working knowledge of Robert’s Rules of Order, Parliamentary procedures, the Society’s Constitution and Bylaws, Policy and Procedures for the Society; Diplomacy to govern the body; Capable of maintaining decorum at meetings; Team Player.</td>
<td>Provides answers on parliamentary procedures and constitutional issues; Serves on the Constitution and Bylaws Committee; Provides parliamentary opinions to the President when requested.</td>
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<tr>
<th>Section 6.3 Sergeant-at-Arms Office</th>
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<tr>
<td><strong>Sergeant-at-Arms</strong></td>
<td>An active member of the Society; Working knowledge of Robert’s Rules of Order; Planner and organizer;</td>
<td>Maintains decorum at meetings; Serves as chair of Rules and Criteria Special Committee when needed; Performs logistics to ensure that functional and environmental surroundings are organized and stable for National Meetings and</td>
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### Section 6.4 Publicity

**Director Office**

**Qualifications**
- An active member of the Society;
- Ability to speak promptly and accurately;
- Highly proficient in understanding and use of the English language;
- A People Person;
- An effective fraternizer;
- Team Player.

**Duties**
- Sends notices to Alumni groups, the University communications media, chapter newsletters, etc. covering all Society events;
- Compiles and transmits documents to be published through media sponsored and/or supported by the Society.

### Section 6.5. Chaplain

**Office**

**Qualifications**
- An active member of the Society;
- Demonstrated experiences with a level of comfort performing Christian presentations;
- Team Player.

**Duties**
- Presents opening prayer at Society functions and events;
- Coordinates resolution services for deceased alumni with the Recording Secretary and the Office of Alumni Affairs.

### Section 7

**MEETINGS**

**Section 7.1. Membership Participation.** Active members, present and voting at National Meetings, constitute a quorum for the conduct of business. Active Members, in accordance with the Constitution and Bylaws shall be entitled to one (1) vote each for the purposes of action on agenda items, matters brought to the floor and amendments to the Constitution and Bylaws.

**Section 7.2. Special Meetings.** The President of the Society, with approval of the Executive Board, may convene a special meeting of membership provided that written notices has been given not less than fifteen days (15) days prior to said meeting to all members of the Society.

**Section 7.3. Conventions.** A convention of delegates may be held when called for by the President of the Society, with the approval of the Executive Board, provided that written notice has been given not less than six months prior to say meeting to Active Members of the Society.

**Section 7.4. Chapter Representation at annual National meetings.** There shall be a requirement that each chapter have a minimum of one (1) member registered and represented at each Annual Meeting.
Section 7.5. Chapter Fines. The Society shall assess a fine equal to the amount of registration for those chapters that do not send a representative to the National Meeting.

SECTION 8
EXECUTIVE BOARD

Section 8.1. Composition of the Executive Board. The voting members of the Executive Board shall consist of the President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Treasurer, Financial Secretary, all Regional Vice Presidents, all Members-at-Large, General Counsel, Parliamentarian, Sergeant-at-Arms, Publicity Director, and Chaplin.

Section 8.2. Ex-Officio Members. Ex-Officio members of the Executive Board shall be the President of the University of the District of Columbia or designated representative, Chairman of the UDC Board of Trustees or the designee; the President of the Undergraduate Student Government Association at the University, the President of the UDC National Alumni Society, and all past Presidents of the Society. Ex Officio members are entitled to vote when present at the meeting, but shall not count against the quorum if not present.

Section 8.3. University and Paid Staff as Members. The Executive Director of Alumni Affairs and paid staff of the Association shall be non-voting members of the Executive Board.

Section 8.4. Executive Board Duties and Powers

A. When the Executive Board is not in session, the authority to act on behalf of all members of the Association is entrusted to the National President upon consultation with and approval of the majority of the officers of the Executive Board; either by telephone or in writing. Written communication shall be the confirming document to substantiate the claimed approval.

B. The Association shall not be financially responsible for the conduct of any member unless specifically authorized in writing by the Executive Board. No committee or member shall have the authority to pledge the credit of the Society unless specifically authorized in writing by the Executive Board.

C. The President and General Counsel shall review all contracts with hotels, suppliers, and vendors for certain goods and services before being executed. Contracts in excess of $1,000.00 for transactions approved by a majority of the Executive Board shall be signed by an officer as delegated by the President.

D. The Executive Board may fix reasonable compensation for an officer to administer the regular affairs of the Society.
E. Subject to the concurrence of the President of the University, the Executive Board may authorize, the Director of Alumni Affairs to administer the regular affairs, or any part thereof, of the Society.

F. The Executive Board may appeal the Parliamentary rulings of the President by majority vote. Any good faith alleged ambiguity of the Bylaws or Rules of Procedure shall be determined by majority vote of the Executive Board.

G. The Executive Board may suspend a member for actions contrary to UDCNAS Charter, Constitution, Bylaws or Federal and State law. Unless the actions of the Member constitute an emergency or serious and grave harm to the Society and or the University, the Executive Board shall provide fifteen (15) days’ notice of a hearing for the Member to present witnesses on their behalf. A majority approval of the Executive Board is necessary to suspend a Member. Any Member of the Society may appeal their suspension to the Membership. Such appeal shall be placed on the agenda at the next available national Meeting of the Membership.

H. The Executive Board shall ensure that membership directory information provided to the UDCNAS, or other intellectual property, shall not be used for commercial purposes unless approved by a majority vote of the Executive Board present and voting.

Section 8.5. Quorum for Executive Board Meetings. A quorum for meetings of the Executive Board shall be constituted by one-third (1/3) of the Executive Board. Once a quorum has assembled business may be conducted and decided by majority vote of the Executive Board members present and voting. The Executive Board may act and ballot by mail, telephone, and otherwise as it may deem appropriate by the general membership or as the President or Executive Board may direct.

Section 8.6. Special meetings of the Executive Board. The President of the Society, or any Executive Board member may convene a special meeting of the Executive Board member may convene a special meeting of the Executive Board, provided that a majority of the Executive Board members approve and not less than ten (10) days written notice has been given to all Executive Board members prior to the date of the meeting. For all special meetings, each Executive Board member shall be polled and informed of the proposed agenda at the time they are polled.
SECTION 9
COMMITTEES

Section 9.1. General Practices. All committees and its members shall be appointed by the President, Membership or Executive Board as provided in the bylaws. All appointments must be confirmed by a majority vote of the membership or Executive Board. Any committee may act and ballot by mail, telephone or otherwise as it may wish or as the President or Executive Board may direct. All committee appointments serve at the will and pleasure of the President, Membership or Executive Board that appointed the officer. No Committee may expend funds or pledge the credit of the Society without approval of the membership or the Executive Board by majority vote. All Committees must report all action items to the Membership or the Executive Board for approval.

Section 9.2. Standing Committees. The following committees shall be considered as the standing committees of the Society: Budget & Finance, Financial Aid & Scholarship, Membership Recruitment, Constitution and Bylaws, Fund Raising, Governmental Affairs, Image Building and Public Relations, Media and Technology, and Audit.

Section 9.2.1. Budget & Finance Committee Composition and Duties

Section 9.2.1.1. The Budget & Finance Committee will consist of the treasurer, Recording Secretary, Financial Secretary and at least two (2) other members to have regional representation and shall perform the following duties:

Section 9.2.1.2. Prepare an annual budget at least sixty (60) days before the annual meeting and shall submit the budget to the Executive Board for review and to the membership for approval.

Section 9.2.1.3. Monitor the budget throughout the year and submit recommendations to the Executive Board for amendments as needed.

Section 9.2.1.4. Receive alumni and university funding requests that are within the scope of the Society’s programs and submit them to the Executive Board at least ninety days before the annual meeting.

Section 9.2.2. Financial Aid & Scholarship Committee Composition and Duties

Section 9.2.2.1. The Financial Aid & Scholarship Committee will consist of the Second Vice President and at least one (1) representative from each established region and shall perform the following duties:

Section 9.2.2.2. Maintain contact with the University for all Student Recruitment Programs and activities.

Section 9.2.2.3. Plan and coordinate all student recruiting programs and activities for the Society to obtain funds for financial aid and scholarships.
Section 9.2.2.4. Monitor and promote chapter endowments to assure a secure base of scholarship funding to awards students.

Section 9.2.2.5. Design and present a detailed report to the annual meeting outlining the distribution of financial aid and scholarships.

**Section 9.2.3. Membership Recruitment Committee Composition and Duties**

Section 9.2.3.1. The Membership Recruitment Committee will consist of the Financial Secretary and at least one (1) representative from each established region and shall perform the following duties:

Section 9.2.3.2. Plan, implement and coordinate all membership activities (Life, Subscribing Life, Student Life, alumni and other members) to assure that all eligible persons are recruited and retained as members of the Society.

Section 9.2.3.4. Develop and maintain an accurate roster of all members by categories to contribute to a complete database.

Section 9.2.3.5. Evaluate each proposed geographical boundary submitted by chapters, within 45 days of receipt, and submit a recommended by boundary to the Executive Board for approval.

**Section 9.2.4. Student Recruitment Committee Composition and Duties**

Section 9.2.4.1. The Student Recruitment Committee will consist of the Second Vice President and at least one (1) representative from each established region and shall perform the following duties:

Section 9.2.4.2. Be in contact with the University for All Student Recruitment Programs.

Section 9.2.4.3. Plan and coordinate all recruiting programs and activities for the Society’s recruitment of students for academics and athletic programs of the University.

Section 9.2.4.4. Search for outstanding students, academically and athletically.

**Section 9.2.5. Governmental Affairs Committee Composition and Duties**

Section 9.2.5.1. The Governmental Affairs Committee will consist of the President and each of the established Regional Vice Presidents and shall perform the following duties:

Section 9.2.5.2. Coordinate with the University in a timely fashion to secure the University’s legislative priorities.

Section 9.2.5.3. Encourage all Chapters to identify and communicate with legislators to support the legislative initiatives of the University.
Section 9.2.5.4. Establish a timeline and schedule visits to interact with the local elected official (Federal, State, County and City) during the off-season periods.

Section 9.2.5.5. Plan and organize Annual Alumni Legislative Day in support of the University legislative platform at the State and National levels during the legislative session.

Section 9.2.6. Image Building & Public Relations Committee Composition and Duties

Section 9.2.6.1. The Image Building & Public Relations Committee will consist of the Recording Secretary, Corresponding Secretary, Publicity Director, Media and Technology Chair and Public Relations Chair from each established Region and shall perform the following duties:

Section 9.2.6.2. Endeavour to perform all image enhancements of the Society and the University.

Section 9.2.6.3. Establish lines of communication with all Chapters and Regions to secure newsworthy articles/stories for national publications.

Section 9.2.6.4. Develop a comprehensive media list for distributing news releases.

Section 9.2.6.5. Develop the content and messaging for all Society and media releases.

Section 9.2.6.6. Works with all Publications to ensure the Society’s inclusion.

Section 9.2.6.7. Monitor State and National media to respond as appropriate to promote positive image on issues for the Society and the University.

Section 9.2.6.8. Write Opinion Editorial “Op ED” pieces, Editorials, Press Releases, Media Stories or other articles to enhance the image of the University with the Society support.

Section 9.2.6.9. Secure positive and meaningful publicity for the work of the Society with the press, to include print and broadcast media.

Section 9.2.6.10. Plan strategically to counteract derogatory and erroneous statements in the media about the Society and/or the University.

Section 9.2.6.11. No publicity shall be released without first being approved by the President.
Section 9.2.7. Media and Technology Committee Composition and Duties

Section 9.2.7.1. The Media and Technology Committee will consist of the Publicity Director, a computer information specialist from each region, the Recording Secretary and Media and Technology Chair and shall perform the following duties:

Section 9.2.7.2. Research, review and recommend methodology for the delivery of content.

Section 9.2.7.3. Recommend procurement of most appropriate software and hardware to maximize the services to the UDCNAS members, create database, etc.

Section 9.2.7.4. Ascertain the most effective use of Teleconference/Telecommunication to the broader audience.

Section 9.2.7.5. Recommend utilization of the current and most effective information technology available (i.e. Facebook, Instagram, LinkedIn, Twitter, etc.).

Section 9.2.7.6. Maintain Wed Site serving as the national “Web Master”.

Section 9.2.7.7. Review existing media and technology programs to determine their validity for use by the UDCNAS.

Section 9.2.8. Constitution and Bylaws Committee Composition and Duties

Section 9.2.8.1. The Constitution and Bylaws Committee shall consist of the Parliamentarian and Sergeant-at-Arms, and Parliamentarian from each established Region and shall perform the following duties:

Section 9.2.8.2. Review, at least annually, the Constitution and Bylaws, the Policies and Procedures Manual, and other Society adopted rules, hereinafter referred to as the Society’s governing documents from current status and possible recommendations for changes. Amendments to the Policies and Procedures require approval by the Executive Board or the membership.

Section 9.2.8.3. Evaluate and make the final recommendations for the establishment or amendment of all proposed Society governing documents. Except for those proposed governing documents originating from the Rules and Criteria Committee, all proposals for the amendment or establishment of the Society’s governing documents must be submitted to and evaluated by this committee prior to approval by the appropriate body. Any proposed Society governing document originating from one or more members, except for those originating from this committee and the Rules and Criteria Committee, must be submitted to the to the Constitution and Bylaws Committee Chair, in writing, at least 30 days prior to the meeting when it will be voted on.
Section 9.2.8.4. Ensure that all Society governing documents comply with the principles of parliamentary procedure and are not in conflict with any applicable superseding rules.

Section 9.2.8.5. Compile and organize all approved Society governing documents and make them available to the membership.

Section 9.2.9. Fund Raising Committee Composition and Duties

Section 9.2.9.1. The Fund Raising Committee shall consist of UDCNAS Vice Presidents, the Financial Secretary and a member from each established Region and shall perform the following duties:

Section 9.2.9.2. The Fund Raising Committee shall plan and implement programs and projects to secure funds as required by the budget and the national Society’s operations as directed by the President and/or the Executive Board.

Section 9.2.10. Audit Committee Composition and Duties

Section 9.2.10.1. The Audit Committee shall consist of the First Vice President, the General Counsel and a member from each established Region and shall perform the following duties:

Section 9.2.10.2. The Audit Committee shall analyze and review the internal operations, both financial and performance audits of all the Society activities.

Section 9.3 Special Committees

There may be other Special Committees that the President shall create and appoint with approval by majority vote of the Executive Board, to handle unique matters of the Society. These special committees shall perform functions as determined by the President of the Board.

Section 9.3.1. Rules and Criteria Committee. A Rules/Criteria Committee, appointed by the President and approved by a majority of the Executive Board, shall establish rules/criteria for voting and shall monitor activities to insure compliance when voting on agenda, floor matters, constitutional changes, and all other issues, during National Meetings or Conventions. Criteria should include, but not limited to:

A. Must be an active member of the Society as determined by the official roster of the Financial Secretary in coordination with the Regions and Chapters. The official roster may also be coordinated with the Office of Alumni Affairs.
B. If a member of the Executive Board, must be registered for the National Meeting or Convention.
C. If not a member of the Executive Board; must register as a delegate by a Chapter.
SECTION 10
REPORTS

Section 10.1. Budget & Finance Committee Report. The Budget & Finance Committee shall present an annual budget to the Executive Board for review and to the membership for approval at the annual meeting.

Section 10.2. Treasury Report. The Treasurer shall, each year, present to the annual meeting a written, summary report of the finances of the Society, and the purposes of its expenditures.

Section 10.3. Chapter Reports. Chapters will submit their respective Regional Vice Presidents, the National Financial Secretary and the Office of alumni Affairs, financial reports and narrative reports of chapter activities and services performed when requested. Reports shall include those items/subjects as directed by the Executive Board.

Section 10.3.1, Annual Chapter Reporting Requirements. Chapters shall submit the following on an annual basis in order to maintain their charters;
A. Submit annual Fundraising & Financial Activity Reporting to the UDCNAS Treasurer on an annual basis by September 30th of the calendar year;
B. Submit an annual IRS Form 990, or like, to the Internal Revenue Service by the IRS deadline, copying the UDCNAS Treasurer on all submissions;
C. Maintain and submit chapter bylaws to the UDCNAS Recording Secretary;
D. Submit and update on an annual basis the chapter’s officers held and terms of office.

Section 10.3.2. Monthly Chapter Reporting Requirements. Chapters shall provide membership updates to the UDCNAS Financial Secretary on a monthly basis.

Section 10.4. Official Documents. Copies of all official Society documents shall be located for dissemination in the UDC Office of Alumni Affairs, online, and on file with the Society’s Recording Secretary.

SECTION 11
CHARTERS

Section 11.1. Securing a Charter. The Society, through the Executive Board, may grant a charter to a local chapter where requirements of compliance with the Constitution and Bylaws of the Association and all other governing rules of the Society and the University that apply are met. Organizations, not chartered, will be considered illegal as far as involvement with the University and Society is concerned.

Section 11.1.1. Defining Chapter Geographical Boundaries. For the purposes of organization and determining applicability of individual members’ dues payable at the national, region, and chapter levels, each chapter shall have its own chapter geographical
boundaries established as approved by the Society. Geographical areas shall be established in the following manner:

**Section 11.1.1.1.** Each chapter shall submit to the Society’s Membership Recruitment Chair a proposal for its geographical boundaries, as agreed upon by the chapter membership. The proposal shall specify the boundaries requested as defined by the state, county, zip code(s), and/or city/town.

**Section 11.1.1.2. Chapter Good Standing.** A Chapter is in good standing if:
A. It has maintained of 10 active and financial members and reports the same to the Financial Secretary by April 15th of the calendar year;
B. It has submitted a current Chapter Directory to the National Recording Secretary;
C. Has filed its IRS required 990 Form to the IRS and copied to the National Treasurer;
D. Has filed its Bylaws with the National Recording Secretary;
E. Has sent member representation to the Annual National Meeting as outlined in Section 7.4 and 7.5; and
F. Has fulfilled all other Chapter financial and reporting obligations to the Society.

**Section 11.2. Charter Documents.** Upon the chapter’s completion of all requirements to become chartered, the Society shall issue a charter to that chapter. The Society shall also provide to the chapter, a copy of the Society’s Constitution, Bylaws, Policies and Procedures Manual, and all other documents deemed necessary for the chapter to operate as a part of the Society.

**Section 11.3. Charter Governance.** The Society, through the Executive Board, reserves the right to take any and all actions to ensure that Regions and Chapters conform to the mandates of the Constitution, Bylaws, and Policies and Procedures of the Society. Such actions may include the supervision of elections at any Region or Chapter level; pursuant to such Region or Chapter constitution, bylaws, policies, or appropriate actions taken by its elected officers.

**Section 11.4. Losing a Charter.** Any charter of authority may be suspended or revoked by the Executive Board, by two-thirds (2/3) majority vote, whenever the Chapter is in violation of Society rules and Board shall deem that just cause for suspension or revocation is present. However, a full hearing on charges may be held before the Executive Board, at which time the chapter may be represented by the person or persons of its choice. Any such chapter suspension or revocation shall not invalidate or impair the membership in the Society of any member of the chapter.
SECTION 12
REGIONS

Section 12.1. To secure equitable participation of delegates and to nominate regional members to the National Board, the Society shall have five regions. Six regions. Each Chapter shall be established in one of the six regions, according to the state or locale in which they are located, as outlined below:

12.2 FARWEST

12.3 DISTRICT OF COLUMBIA
District of Columbia

12.4 MIDWEST
Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

12.5 NORTHEAST

12.6 SOUTHERN
Alabama, Arkansas, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee.

SECTION 13
GRIEVANCES

Section 13.1. Processing a Grievance. All grievances, complaints, or problems should be resolved at the lowest organizational level possible.

Section 13.2. Individual Grievance. Individual members should present their grievance to the chapter of the membership for resolution. The grievance should be in writing and contain sufficient facts to enable effective resolution. The grievance in accordance with the Chapter’s constitution and bylaws. If the grievance is not satisfactorily resolved, the grievance, action taken, recommendations, any other pertinent documents will be forwarded to the Regional Vice President for review and appropriate action. The Regional Vice President, in consultation with their Executive Board, will review the grievance and take action deemed
appropriate. If unresolved at that level, the grievance package will be forwarded to the national President and Executive Board for resolution.

Section 13.3. Region or Local Chapter Grievance. The procedure for processing Region and Chapter grievances is the same as outlined for individual members.

Section 13.4. Ruling on Grievances. Action taken but the national Executive Board is final and binding on all parties concerned.

SECTION 14
PARLIAMENTARY AUTHORITY

Section 14.1. Governing and Operating Rules. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Society in all matters to which they are applicable and in which they are not inconsistent with these Bylaws. Nothing in these Bylaws is intended to constitute a waiver of any article of the Constitution.

Section 14.2. Policies and Procedures. The Policies and Procedures manual prescribing the policies, procedures and practices guiding the internal operations of the Society, shall be adopted pursuant to the Constitution and Bylaws.

SECTION 15
AMENDMENTS OF BYLAWS

Bylaws shall be amended by a simple majority vote of the active membership present and voting at a National Meeting.

These Bylaws were adopted at the 2003 Annual Meeting and were amended in:

TBD