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# PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION



**National Headquarters**  
**148 University Drive**  
**Prairie View, Texas**  
[www.pvualumni.org](http://www.pvualumni.org)

## **NOTICE**

These official documents may not be duplicated, rewritten, or amended without the express written approval of the Board of Directors of the Prairie View A&M University National Alumni Association as governed by Article XIV (page 7), Amendments to the Constitution, as described in this Constitution; and Article VI (page 14), Amending the By-Laws, as described in these By-Laws.

Adopted October 24, 1986 as the official rules and regulations of this national body and its chartered Chapters and Clubs.

# CONSTITUTION

## Table of Contents

PREAMBLE.....	1
ARTICLE I: NAME.....	1
ARTICLE II: PURPOSE.....	1
Section 1.--(a)(b)(c)(d)(e)	
ARTICLE III: MEMBERSHIP.....	2
Section 1.--Classes of Membership (a)(b)(c)	
Section 2.--Life Memberships	
ARTICLE IV: MEMBER MEETINGS.....	2
Section 1	
Section 2	
ARTICLE V: OFFICERS of the ASSOCIATION.....	3
Section 1.--Titles of Officers	
Section 2.--Board of Directors	
Section 3.--Executive Committee	
ARTICLE VI: DUTIES and DESCRIPTIONS of ELECTED OFFICERS.....	3
Section 1.--President/Chairperson	
Section 2.--President-Elect	
Section 3.--Vice-President	
Section 4.--Secretary	
Section 5.--Treasurer.....	4
Section 6.--Parliamentarian	
Section 7.--Historian	
Section 8.--Chaplain	
ARTICLE VII: POWERS and DUTIES of the BOARD of DIRECTORS.....	4
Section 1.--Employment of Personnel	
Section 2.--Establishment of Chapters and Clubs	
Section 3.--Investments	
Section 4	
ARTICLE VIII: ELIGIBILITY for OFFICE and TERM of OFFICE.....	5
Section 1.--Eligibility	
Section 2.--Office Terms (a)(b)	
ARTICLE IX: OFFICER VACANCIES.....	5
Section 1.--(a) President/Chairperson	
(b)President-Elect	

(c)Other Elected Officers  
(d)Chapter of Club Representative

ARTICLE X: ELECTION of OFFICERS.....5  
Section 1

ARTICLE XI: CHAPTERS or CLUBS.....6  
Section 1  
Section 2  
Section 3  
Section 4

ARTICLE XII: EXECUTION of DOCUMENTS and INSTRUMENTS  
for PAYMENT of MONEY.....6

ARTICLE XIII: DISSOLUTION and DISTRIBUTION of ASSETS.....6

ARTICLE XIV: AMENDMENTS to the CONSTITUTION.....7  
Section 1.--Proposed Amendments (a)(b)(c)  
Section 2.--Vote on Amendments (a)(b)

ARTICLE XV: PARLIAMENTARY AUTHORITY.....7  
Section 1.--Robert's Rules of Order

\*\*\*\*\*

# BY-LAWS

## Table of Contents

ARTICLE I:	OFFICERS and DIRECTORS.....	8
	Section 1.--Responsibilities	
	Section 2.--Election	
	Section 3.--Succession	
	(a)President/Chairperson	
	(b)President-Elect	
	(c)Other Elected Officers	
	(d)Other NAA offices and positions	
	(e)Chapter of Club Representatives	
	Section 4.--Resignation and Removal (a)(b).....	9
	Section 5.--Meetings of the Board	
	Section 6.--Quorum	
	Section 7.--Action without meeting of Directors	
	Section 8.--Reports (a)(b)	
ARTICLE II:	COMMITTEES.....	9
	Section 1.--Authorization	
	Section 2.--Regulation	
	Section 3.--Special Committees.....	10
	Section 4.--Qualifications	
	Section 5.--Term and Vacancies	
	Section 6.--Number of Committee Members	
	Section 7.--Committee Procedures and Reports	
	Section 8.--Duties and Composition of Standing Committees	
	(a)Scholarship and Student Recruitment	
	(b)Fund Raising	
	(c)Finance	
	(d)External Affairs	
	(e)Nominating.....	11
ARTICLE III:	VOTING.....	11
	Section 1.--Eligibility for Voting	
	Section 2.--Ballot or Vote	
	Section 3.--Chapter of Club	
	Section 4.--Voting Requirements	
ARTICLE IV:	ELECTION and BALLOTING PROCESS.....	11
	Section 1.--Nominating Committee Report	
	Section 2.--Additional Nominations	
	Section 3.--The Ballot	
	Section 4.--Balloting Procedures.....	12
	(A)	
	(B-1; 2; 3; 4-a; 4-b; 5; 6; 7; 8; 9; 10)	

ARTICLE V:	FINANCES.....	13
	Section 1.--Treasurer	
	Section 2.--Membership Dues	
	(a)Amount	
	(b)Active Members	
	(c)Delinquency	
	(d)Local Chapters or Clubs	
	(e)Per Capita Dues, Fees	
	Section 3.--Fiscal Year	
	Section 4.--Disbursements	
	(a)	
	(b) The Board of Directors	
ARTICLE VI:	AMENDING the BY-LAWS.....	14
	Section 1.	
	Section 2.	

RATIFICATION DATE AND SIGNATURES

**CONSTITUTION  
OF THE  
PRAIRIE VIEW A&M UNIVERSITY  
NATIONAL ALUMNI ASSOCIATION, INCORPORATED**

*(As Amended, 1986)*

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**PREAMBLE**

We, the members of the Prairie View A&M University National Alumni and Ex-Students Association believing that the University has made substantial contributions to the citizens of the State of Texas, to the United States, and to the world, and further believing that these citizens of similar aspirations for the perpetuation of the University should bind together in order to form a more perfect union among alumni and ex-students of Prairie View A&M University in order to promote, support, and provide service to the University, do enact and establish this Constitution and accompanying By- Laws for the government of its members.

**ARTICLE I.**

**NAME**

The Name of the corporation shall be the PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI AND EX-STUDENTS ASSOCIATION, INCORPORATED.

**Amendment: Article I**

The name of this corporation is amended from Prairie View A&M University National Alumni Association and Ex-Students Association, Incorporated to read as follows: PRAIRIE VIEW A&M UNIVERSITY, NATIONAL ALUMNI ASSOCIATION.

**ARTICLE II**

**PURPOSE**

**SECTION 1.:** The *purpose of the Association* shall be to form a union of Prairie View A&M University, alumni, ex-students, and interested citizens of similar aspirations for the perpetuation of Prairie View A&M University by:

- (a) Building and fostering understanding and support of Prairie View A&M University;
- (b) Providing services to alumni and loyal friends of the University;
- (c) Encouraging communications among Alumni and the University;
- (d) **Serving as the central organization for the various Prairie View A&M University Alumni and Ex-Students Clubs and Chapters; and**

(e) Organizing and implementing programs necessary for securing grants, endowments and other financial assistance for the University.

## ARTICLE III

### MEMBERSHIP

SECTION 1. This association shall have *three (3) classes of members*, as follows:

(a) Active Members

All **individuals** holding degrees, diplomas or certificates awarded by Prairie View A&M University, and **all ex-students** who completed at least *one semester or one full summer session* and *departed in good standing with the University* shall be eligible for all privileges of active membership in the Association, including the right to vote and hold office therein upon the payment of annual dues and other assessments as established by the Board of Directors.

(b) Coordinate Members

*Any spouse, friend, parent, daughter and/or son of Prairie View Alumni may join the Association as a coordinate member.* Coordinate members shall be entitled to all rights and privileges accorded regular members except the right to vote or hold offices therein.

**Amendment**

**Any spouse, friend, parent, daughter and/or son of Prairie View alumni may join the Association as an associate member. Associate members shall be entitled to all rights and privileges accorded regular members except the right to vote or hold office therein.**

(c) Honorary

The *Board of Directors of the Association* shall have the *power to confer an honorary membership* in the Association *on any person it deems worthy of the same, upon two-thirds majority vote of the Directors.* **Persons who have provided distinguished service to Prairie View A&M University shall be given preferred consideration** for Honorary membership in the Association as so deemed by the Board of Directors. Honorary members shall be entitled to all rights and privileges accorded regular members except the right to vote and/or hold office.

SECTION 2. Life Membership

Active members who shall pay a fee, as determined by the board of Directors, to the Association shall be so designated as Life Members of the Association.

## ARTICLE IV.

### MEMBER MEETINGS

SECTION 1. There shall be *at least two meetings* of the Association **each calendar year.**

SECTION 2. Annual, regular and special meetings of the Association shall be at such time, place and date as determined by the Board of Directors, except, **one meeting each year shall be held on the campus of Prairie View A&M University.**



## ARTICLE V.

### OFFICERS OF THE ASSOCIATION

#### **SECTION 1.: Titles of Officers**

The Officers of the Association shall consist of the *President and Chairperson* (of the Board of Directors); *President-Elect; Vice-President; Secretary; Treasurer; Parliamentarian; Historian; and Chaplain.*

#### **SECTION 2.: Board of Directors**

The affairs of the Association shall be managed by a Board of Directors (hereinafter referred to as "Board of Directors", which shall be *composed of the President and Chairperson of the Board of Directors; President-Elect; Vice-President; Secretary; Treasurer; one Representative from each financial Chapter or Club registered with the Association on September 1, of each year; the Immediate-Past President and former Chairperson of the Board; a member of the University's staff who is also an alumnus of the University and an active member of the Association; and two (2) students who are members of the University's graduating senior class for the next school year, one male and one female.*

#### **SECTION 3.: Executive Committee**

The *Executive Committee* shall be *composed of the President and Chairperson of the Board of Directors; President-Elect; Vice-President; Secretary; and Treasurer.* **The Executive Committee shall have no authority to alter, change, or amend any action taken by the Board of Directors.**

#### **Amendment**

**The *Executive Committee* shall be composed of all elected officers of the Association: President/Chairperson; President-Elect; Vice President; Secretary; Treasurer; Parliamentarian; Historian; and Chaplain. The Executive Committee shall have no authority to alter, change, or amend any action taken by the Board of Directors.**

## ARTICLE VI.

### DUTIES AND DESCRIPTION OF ELECTED OFFICERS

#### **SECTION 1.: President and Chairperson of the Board of Directors**

The President and Chairperson of the Board of Directors, (he or she), shall be the *Chief Executive of the Association* and *Presiding Officer* over **all meetings** of the Board, the Executive Committee, and the Association. The Chairperson shall perform such other duties as custom and parliamentary usage may require.

#### **Amendment**

#### **SECTION 1.: President and Chairperson of the Board of Directors**

**The *President and Chairperson* shall be the *presiding officer of the Association* and shall *preside over all meetings of the Board of Directors including the Executive Committee of the Association.* The President may appoint an Advisory Board as she/he deems necessary.**

#### **SECTION 2.: President-Elect:**

The President-Elect shall be an *ex-officio member of all standing committees* and shall have responsibility for coordinating the work of the various committees. Upon expiration of the President/Chairperson's term of office, the *President-Elect shall automatically become President/Chairperson of the Board of Directors of the Association.*

**SECTION 3.: Vice-President**

The Vice-President shall be the *Assistant to the President/ Chairperson of the Board* and shall perform such other duties as may be assigned by the Board of Directors or as set forth in the By-Laws of this Association.

**SECTION 4.: Secretary**

The Secretary shall be the *Administrative Officer* of the Association. He or she shall be responsible for recording the minutes of the Association, Board of Directors' and Executive Committees' meetings (Article VI, continued) and perform such other duties as the By-Laws of the Association may prescribe.

**Amendment**

**SECTION 4.: Secretary**

**The Secretary will be responsible for recording the minutes of the Association, Board of Directors and the Executive Committee meetings and perform such other duties as the By-Laws of the Association may prescribe.**

**SECTION 5.: Treasurer**

The Treasurer shall be responsible as *Controller, to adhere to the comptrollership concept as set forth in the By-Laws of the Association.* He or she shall hold funds and give bond in an amount to be determined by the Board of Directors.

**Amendment**

**SECTION 6.: Financial Secretary**

**(new category addition, no description or duties assigned)**

**SECTION 6.: Parliamentarian**

The Parliamentarian shall be *responsible for providing guidance to the President and Chairperson of the Board on parliamentary procedures.*

**Amendment**

**SECTION 7.: Parliamentarian**

The Parliamentarian shall be *responsible for providing guidance to the President and Chairperson of the Board on parliamentary procedures.*

**SECTION 7.: Historian**

The Historian shall *maintain all materials pertinent to the Association and make an annual report on matters of historical importance.*

**Amendment**

**SECTION 8.: Historian**

The Historian shall *maintain all materials pertinent to the Association and make an annual report on matters of historical importance.*

**SECTION 8.: Chaplain**

The Chaplain shall *coordinate and direct all religious activities* of the Association.

**Amendment**

**SECTION 9.: Chaplain**

The Chaplain shall *coordinate and direct all religious activities* of the Association.

**ARTICLE VII.**

**POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

**SECTION 1.: Employment of Personnel**

The Board of Directors is authorized to *employ an Executive Director* and to *fix and determine the duties of the person occupying the office, set the salary, and authorize his or her necessary expenses and support staff*. In absence of an Executive Secretary, the Secretary, Treasurer, and Vice-President shall perform such duties.

**SECTION 2.: Establishment of Chapters and Club**

The Board of Directors shall have the authority to approve the establishment of local chapters and clubs.

**SECTION 3.: Investments**

The Board of Directors shall pass upon and decide all investments of funds of the Association and approve all real estate transactions of the Association.

**SECTION 4.:** The Board of Directors shall perform such other duties as might be assigned to it by the Constitution and By-Laws of the Association.

**ARTICLE VIII.**

**ELIGIBILITY FOR OFFICE AND TERM OF OFFICE**

**SECTION 1.: Eligibility for Office**

To be eligible for office in the National Association, *a member shall be in good standing with the Association*. This requirement does not apply to the two student members of the Board of Directors *however* the student members must be in good standing with the University and shall be approved by the Senior Class Faculty Sponsor.

**SECTION 2.: Office Terms**

(a) The *term of office* for the *Associations' officers*, excluding the chapter or club representatives and the student members on the Board of Directors, shall be *two (2) years*, or until a successor has been duly qualified and elected to the office.

(b) The *term of office* for the *Chapter or Club representative* and the *student members* of the Board of Directors shall be *one (1) year*.

**ARTICLE IX.**

## OFFICER VACANCIES

### **SECTION 1.: President and Chairperson of the Board**

(a) If the office of *President/Chairperson of the Board* shall become vacant during the term of office, whether by death, resignation, or otherwise, the *President-Elect shall automatically become President and Chairperson of the Board for the remainder of the term;*

(b) If the office of the *President-Elect* becomes vacant during his or her tenure, whether by death, resignation, or otherwise, *the office shall remain vacant until the next annual meeting;*

(c) If the office of the *Vice-President, Secretary, Treasurer, Parliamentarian, Historian, or Chaplain* shall become vacant during his or her tenure, *a successor*, in good standing, shall be appointed to the office by *the Board of Directors from the membership of the Association* upon affirmative vote of a majority of Directors;

(d) If the office of the *Chapter or Club representative* becomes vacant during the tenure of the holder thereof, a successor shall be chosen from the local chapter or club previously represented by that person .

## **ARTICLE X.**

### ELECTION OF OFFICERS

**SECTION 1.:** The officers of the Association shall be *nominated by the Nominations Committee* and *elected by the members of the Association* as provided in Article IV. Section 1, and governed by Article IV. Section 2-4 of the By-Laws of the Association.

## **ARTICLE XI.**

### CHAPTERS OR CLUBS

**SECTION 1.:** Local Chapters and Clubs may be chartered by the Board of Directors when *any group of ten (10) or more alumni and ex-students* who are residents of a particular community apply in writing for such a Charter. A Charter may be granted by a majority vote of the Board of Directors.

**SECTION 2.:** Each Chapter or Club shall have the power to pass By-Laws of the Association for regulation of its affairs in matters not herein provided for.

**SECTION 3.:** Each Chapter or Club shall have the power to elect one of its members to serve as a representative on the Association's Board of Directors, as a Director.

**SECTION 4.:** Local Chapters and Clubs chartered by the Board of Directors *shall not have the power or authority to solicit funds in the name of the Association or expend funds in excess of five hundred dollars (\$500) without prior written approval of the Board of Directors.*

## **ARTICLE XII.**

## **EXECUTION OF DOCUMENTS AND INSTRUMENTS FOR PAYMENT OF MONEY**

All deeds, mortgages, leases, transfers, contracts, and other obligations made, accepted or endorsed by the Association or the Board of Directors, except checks, notes, drafts, and other instruments for the payment of money, shall be signed by the President and the Treasurer. The Directors may authorize and empower one or more officers or agents of the Association to execute and deliver any and all papers and documents or to do any other acts on behalf of the Association including any required by or convenient in dealing with governmental authorities.

## **ARTICLE XIII.**

### **DISSOLUTION AND DISTRIBUTION OF ASSETS**

The Association may be dissolved at any *annual or special business meeting*, **notice of which contains a proposal for such dissolution**, by a majority vote of **two-thirds (2/3) of the members entitled to vote and appearing in person or by proxy**.

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, ***dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.***

## **ARTICLE XIV.**

### **AMENDMENTS TO CONSTITUTIONS**

#### **SECTION 1.: Proposed Amendments**

Amendments to the Constitution may be proposed by the Board of Directors or any Chapter or Club of this Association .

(a) Proposed amendments to this Constitution ***shall be submitted to the Secretary of the Association on or before April 15 each year, in the form of a memorandum which details the purpose, rationale and effect of said proposal on the Associations' operations and procedures and the economic impact, if adopted.***

(b) The ***exact knowledge of the proposed amendment will be drafted by the Associations' Legal Advisor, after consultation with the Board of Directors'***, and then submitted to the sponsor(s) for approval. (Such procedure insures that all amendments to the Constitution that are adopted conform to the style used in the Constitution.)

(c) The *Secretary* of the Association shall ***mail copies of the proposed amendment(s) to all Chapters and Clubs of the Association as well as to all members of the Association who are not affiliated with a Chapter or Club, at least thirty (30) days prior to the date the proposal is to be voted upon.*** The Secretary shall notify all such persons of the date and place said amendment shall be voted upon.

**SECTION 2.: Vote on Amendment to the Constitution**

(a) *A two-thirds (2/3) majority of those present in the meeting* where the meeting is presented to the Association shall be required for adoption of the amendment.

(b) Amendments become **effective on the *first day of the second month*** following the Associations' Annual Convention.

**ARTICLE XV.**

**PARLIAMENTARY AUTHORITY**

**SECTION 1.: Robert's Rules of Order**, ( revised edition ), shall *govern the Association* in all cases in which they are *not* inconsistent with this Constitution or the By-Laws and any special rules order that the Association may adopt.

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**BY-LAWS  
OF THE  
PRAIRIE VIEW A&M UNIVERSITY  
NATIONAL ALUMNI ASSOCIATION, INCORPORATED**

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**ARTICLE I.**

**OFFICERS AND DIRECTORS**

**SECTION 1: Responsibilities**

The entire control of the Association and its' affairs, funds and property, its' operation and activities shall be *vested in the Board of Directors*. The Board of Directors shall have the responsibility for maintaining liaison with governmental officials, the governing board and the administration of the University. **The Board shall meet at least two (2) times each year.**

**SECTION 2: Election**

The President and Chairperson of the Board of Directors, President-Elect, Vice-President, Secretary, Treasurer, Parliamentarian, Historian, and Chaplain shall be nominated by the Nominations Committee and elected by the voting members of the Association as provided in *Article IV., Section 1 of these By-Laws*.

**SECTION 3: Succession**

(a) If the office of *President/Chairperson of the Board* shall become vacant during his /her tenure, whether by death, resignation, or otherwise, the *President-Elect shall automatically become President/Chairperson of the Board for the remainder of the term*.

(b) If the office of *President-Elect* shall become vacant during his/her tenure, whether by death, resignation, or otherwise the office shall *remain vacant until the next annual meeting of the Association*.

(c) If the office of *Vice-President, Secretary, or Treasurer* becomes vacant during the tenure of that office, whether by death, resignation, or otherwise, *the successor* , for the remainder of such term, shall be *appointed by the Board of Directors upon a majority vote from the membership of the Association*.

(d) **If any other offices or positions of the Association**, other than those of Chapter or Club representatives and student members, shall become vacant during the tenure of office, whether by death, resignation , or otherwise , *a successor shall be appointed by the President/ Chairperson of the Board of Directors from the membership of the Association*.

(e) If the office of a Chapter or Club representative on the Board of Directors becomes vacant during the tenure of the holder thereof, *a successor shall be chosen by the membership of the local Chapter or Club he or she represents on the Board of Directors*.

#### **SECTION 4.: Resignation and Removal**

(a) Any *Officer or Director of the Association* **may resign** by filing with the *President or Secretary of the Board of Directors* a **written resignation** which shall be effective upon acceptance by the **Executive Committee**.

(b) Any *elected or appointed Officer or Director of the Association* **shall be removed from office for failure to attend (or absence from) three consecutive official meetings of the Board of Directors, or for cause upon a two-thirds (2/3) majority vote at any meeting of the Board of Directors, provided prior notice is given that such removal is on the agenda of the Board.**

#### **SECTION 5.: Meetings of The Board of Directors**

Meetings of the Board of Directors shall be held at such times and places as the President/Chairperson of the Board of the Association may appoint. Special meetings may be called by the President/Chairperson of the Board of Directors **or by any three members of the Board.**

#### **SECTION 6.: Quorum**

A **majority of the Directors** shall constitute a quorum for any meeting of *the Board*.

#### **SECTION 7.: Action Without Meeting of Directors**

Any action required or permitted to be taken at a meeting of the Board of Directors may be taken *without a meeting* if **consent in writing, setting forth the action so taken, is signed by all members of the Board of Directors.** The consent shall have the same force and effect as a unanimous vote at a meeting and may be stated as such in any document or instrument.

#### **SECTION 8.: Reports**

(a) The President/Chairperson of the Board of Directors shall, at *each annual summer meeting* of the Association, **make a written report of the years' activities.**

(b) **One month prior to each annual summer meeting** of the Association, the Treasurer shall render to the Board of Directors a complete written report of all monies received and disbursements made, which shall be audited by the President /Chairperson of the Board of Directors, the President-Elect, and five representatives from the various Chapters or Clubs on the Board of Directors. **The audit report shall be presented in writing at each annual summer meeting of the Association.**

#### **Amendment**

#### **SECTION 8.: Reports**

(b) **One month prior to each annual summer meeting** of the Association, the Treasurer shall render to the Board of Directors a complete written report of all monies received and disbursements made, which shall be *audited by an outside accounting firm licensed to operate in the State of Texas.* The audit report shall be presented in writing *at each annual summer meeting of the Association.*

## **ARTICLE II.**

### **COMMITTEES**

#### **SECTION 1.: Authorization**



The National Association and each of the several Chapters and/or Clubs shall *establish and/or maintain the standing committees* herein set forth: Scholarship and Student Recruitment; Fund Raising; Finance; External Affairs; and Nominating.

**SECTION 2.: Regulation**

The *National Committees* and chairpersons thereof shall be *appointed by the President/Chairperson of the Board with the consent of the Board of Directors*. Local committees and chairpersons thereof shall be appointed by the President of the Local Chapters or Clubs.

*(ARTICLE II., Committees, continued)*

**SECTION 3.: Special Committees**

The President/Chairperson of the Board of Directors, *with the consent of the Board of Directors*, may appoint such special committees as may be necessary to conduct the affairs of the Association.

**SECTION 4. : Qualifications**

**All National and Local committee members shall be *active members* of the Association in *good standing*.**

**SECTION 5.: Term and Vacancies**

Except as may be otherwise provided in these By -Laws, *committee members shall serve during the term of the President/ Chairperson of the Board or Local President who appointed them, and until their successors have been appointed*. Vacancies on committees shall be filled in the same manner as original appointments.

**SECTION 6.: Number of Committee Member**

Except as may be otherwise provided by these By-Laws, the *President/Chairperson of the Board shall determine the number of members on each National Committee*.

**SECTION 7.: Committee Procedures and Reports**

Except as may be otherwise provided in these By-Laws, *each Committee shall determine its own methods of procedures* and shall submit to the Association such reports as the President/Chairperson of the Board of Directors or the Board of Directors may require from time to time.

**SECTION 8.: Duties and Composition of Standing Committees**

**(a) Scholarship and Student Recruitment Committee**

The Scholarship and Student Recruitment Committee shall be *composed of not less than seven (7) members* and it shall be ***chaired by the Vice-President of the Association***. The committee shall work through and with the several local chapters or Clubs and the University recruitment office *to identify and encourage outstanding students to attend Prairie View A&M University*.

**(b) Fund Raising Committee**

The Fund Raising Committee shall be *composed of not less than ten (10) members*. The committee shall develop programs and procedures *to obtain grants, gifts, endowments and other funds for the benefit of Prairie View A&M University*.

**(c) Finance Committee**

The Finance Committee shall be composed of *not less than nine (9) members* and it shall ***be chaired by the Treasurer of the Association***. The committee shall be responsible for all matters

concerning the fiscal affairs of the Association and it shall *make recommendations* to the Board of Directors of the Association *on all fiscal affairs of the Association*.

**(d) External Affairs**

The External Affairs Committee shall be composed of *not less than five (5) members*. This committee shall be *responsible for all external affairs of the Association, including relations with the University*.

(ARTICLE II, Committees, Section 8, continued)

**(e) Nominating Committee**

The Nominating Committee shall be composed of *not less than five (5) members*. **The Nominating Committee shall make nominations for all the National offices set forth in Article-V of the Constitution.**

## **ARTICLE III.**

### **VOTING**

**SECTION 1.: Eligibility for Voting**

Only *active members of the Association* as defined in **Article-III, Section 1-(a)** of the **Constitution** shall have the right to vote.

**SECTION 2.: Ballot or Vote**

Each *active member* of the Association shall be *entitled to one (1) vote or one (1) ballot*.

**SECTION 3.: Chapter or Club**

Each *financial Chapter or Club* shall be *entitled to two (2) ballots* that shall be *cast by the President of the Chapter or Club*.

**SECTION 4.: Voting Requirements**

**To be eligible to receive a ballot**, the active member *must have been a paid-up member of the Association at least thirty (30) days prior to the date of mailing the ballot*. (Such eligible member or Chapter or Club shall hereinafter be referred to as "Voter or "Voters".)

## **ARTICLE IV.**

### **ELECTION AND BALLOTING PROCESS**

**SECTION 1.: Nominating Committee Report**

At a meeting of the Association to be held biannually and *during the Alumni day activities on the Prairie View A&M University campus*, the Nominating Committee shall make its report on the nominations of those officers referred to in **Article V** of the **Constitution**.

**SECTION 2.: Additional Nominations**

Any *active member present at the meeting* referred to in **Section-1** above *may make additional nominations from the floor*.

### **SECTION 3.: The Ballot**

*The Nominating Committees' report and the names of those individuals nominated from the floor at the meeting shall comprise the candidates for the offices designated and the nominations shall be closed at that time.*

*(ARTICLE IV., Election & Balloting Process, continued)*

### **SECTION 4.: Balloting Procedures**

*(A) As soon as practicable after nominations have been closed, **but not later than ten (10) days**, the Nominating Committee shall cause to be prepared and mailed, to each Chapter or Club, ballots for each **active member of the Association in that Chapter or Club**. A ballot shall also be prepared and mailed to each **active member of the Association who is not a member of a local Chapter or Club**. Each **financial Chapter or Club** shall also receive two (2) ballots.*

*(B) Balloting procedures are as follows:*

*1. A ballot containing the names of the candidates for each office, which shall be in such form as the Committee shall decide, but without distinction as to the manner of nomination of the candidate, will be provided.*

*2. An example shall be provided for the return of each ballot. The *envelope shall have the word "BALLOT" on its face; beneath said word, a line for the signature of the voter shall also be noted.**

*3. A letter of instructions will be included to explain how to vote said ballot, *specifying the last date and hour at which it shall be received by the Chairperson of the Board of Directors as a valid vote.**

*4. Upon receipt of the ballot and envelope, the voter, to cast a valid ballot, shall be required to:*

*(a) **Mark the ballot**, in the space provided on the ballot, expressing his or her *vote for as many nominees as there are positions to be filled within each office, but no more*; and*

*(b) Place the ballot in the envelope provided therefor, **which shall be signed by the voter.***

*5. The date set for *the last date on which the ballot shall be received as a valid vote shall be ten (10) days prior to the beginning of the National Convention.**

*6. Promptly **following the expiration of the time for returning ballots**, the *Nomination Committee and the Treasurer of the Association shall meet*, and they shall *determine that the persons signing each return envelope containing a ballot is **duly qualified to vote.****

*7. All valid envelopes containing the ballots **are to be opened and the ballots are to be deposited in a ballot box**, then the *canvas of the votes shall proceed.**

*8. **The election shall be determined by a plurality of votes cast.** If there is a tie vote, **the candidates involved shall cast lots** to determine the election of the position affected.*

9. *When the canvas has been completed, the Nominating Committee shall certify the results of the election to the Board of Directors.*

10. The *President/Chairperson of the Board shall make a public announcement of the results of the election certified to the Board of Directors.*

## **ARTICLE V.**

### **FINANCES**

#### **SECTION 1.: Treasurer**

The *Treasurer shall receive, collect, and account for all dues and money belonging to the Association from whatever source, and shall pay out the same on order of the President /Chairperson of the Board of Directors after proper notice one month prior to each annual Alumni Association meeting held on Prairie View A&M University's campus. During the Alumni day activities, the Treasurer shall render to the Board of Directors a complete written report of all monies received and disbursed by the Treasurer. The Treasurer shall also provide the Secretary of the Association with a list of all financial members of the Association each quarter.*

#### **SECTION 2.: Membership Dues**

##### **(a) Amount:**

The Board of Directors in consultation with the Associations' Finance Committee shall set the amount of annual dues required to be paid by active members, Chapters, or Clubs. Such amount shall not be less than ten (10) dollars per year. The Board of Directors may from time to time assess additional fees or assessments for specific activities or programs, including lifetime memberships.

##### **(b) Active Members:**

The dues and assessments of active members and Chapter or Clubs shall be *payable on September 1st for the current fiscal year.*

##### **(c) Delinquency:**

Any member who shall *fail to pay his/her dues by the following December 1st shall be automatically suspended from the Association.*

##### **(d) Local Chapters or Clubs:**

The Association dues, assessments, and fees may be collected by the local Chapter and Clubs and forwarded to the National Association Treasurer.

##### **(e) Per Capita Dues, Fees, etc. :**

The Association shall be on a per capita basis.

#### **SECTION 3.: Fiscal Year**

The fiscal year of this Association shall be from September 1 of the current year through August 31 of the following year.

#### **SECTION 4.:**

##### **(a) Disbursements**

All disbursements shall be by check or drafts co-signed by the Treasurer and either the President/Chairperson of the Board, or the Secretary. (*See amendment, Article XII, pg-16.*)

**(b) The Board of Directors**

At each annual meeting, the Board of Directors shall provide and approve budgets for all expenditures for the year.

**ARTICLE VI.**

**AMENDING THE BY-LAWS**

**SECTION 1:**

Proposed changes of these By-Laws shall be *submitted to the assembled Association by a written resolution* that states an intent to amend these By-Laws.

**SECTION 2.:**

The *adoption of a resolution*, submitted in the manner set out in **Section 1** above, *by a majority vote of the members of the Association in attendance at a regularly scheduled meeting* shall thereby be an amendment to these By-Laws, *provided the exact language of the resolution has been drafted by the Associations' Legal Advisor and approved by the sponsor thereof.*

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**Approved this 24th day of October, 1986**

**In witness thereof:**

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**President/Chairman of the Board**

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**Secretary**

**NOTE: \*Original signatures on file.**

**APPROVED AMENDMENTS TO  
CONSTITUTION  
AND  
BY-LAWS  
OF THE  
PRAIRIE VIEW A&M UNIVERSITY  
NATIONAL ALUMNI ASSOCIATION  
(INCORPORATED)**

\*\*\*\*\*

**CONSTITUTION**

**ARTICLE I.**

**NAME**

The name of this corporation is amended from Prairie View A&M University National Alumni Association and Ex-Students Association, Incorporated to read as follows:  
**PRAIRIE VIEW A&M UNIVERSITY, NATIONAL ALUMNI ASSOCIATION.**

**ARTICLE III**

**MEMBERSHIP:**

**SECTION 1.: (b) Associate Member**

Any spouse, friend, parent, daughter and/or son of Prairie View alumni may join the Association as an *associate member*. Associate members shall be entitled to all rights and privileges accorded regular members except the right to vote or hold office therein.

**ARTICLE V**

**OFFICERS OF THE ASSOCIATION**

**SECTION 3.: Executive Committee**

The *Executive Committee* shall be composed of all elected officers of the Association: President/Chairperson; President-Elect; Vice President; Secretary; Treasurer; Parliamentarian; Historian; and Chaplain. The Executive Committee shall have no authority to alter, change, or amend any action taken by the Board of Directors.

**ARTICLE VI**

**DUTIES & DESCRIPTIONS OF ELECTED OFFICERS**

**SECTION 1.: President and Chairperson of the Board of Directors**

The *President and Chairperson* shall be the *presiding officer of the Association* and shall *preside over all meetings of the Board of Directors including the Executive Committee of the Association*. The President may appoint an Advisory Board as she/he deems necessary.

**SECTION 4.: Secretary**

The *Secretary* will be *responsible for recording the minutes of the Association, Board of Directors and the Executive Committee meetings* and perform such other duties as the By-Laws of the Association may prescribe.

**SECTION 6.: Financial Secretary**

(new category addition, no description or duties assigned)

**SECTION 7.: Parliamentarian**

(section renumbered, no change in wording)

**SECTION 8.: Historian**

(section renumbered, no change in wording)

**SECTION 9.: Chaplain**

(section renumbered, no change in wording)

**ARTICLE XII**

**EXECUTION OF DOCUMENTS & INSTRUMENTS FOR PAYMENT OF MONEY**

All deeds, mortgages, leases, transfers, contracts, and other obligations made, accepted or endorsed by the Association or the Board of Directors, *except checks, notes, drafts, and other instruments for the payment of money* shall bear *two (2) signatures* which may be the *President, Treasurer or Executive Director*; the Treasurer should sign all checks.

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**BY-LAWS**

**ARTICLE I**

**SECTION 8.: Reports**

(b) *One month prior* to each annual summer meeting of the Association, the Treasurer shall render to the Board of Directors a complete written report of all monies received and disbursements made, which shall be *audited by an outside accounting firm licensed to operate in the State of Texas*. The audit report shall be presented in writing *at each annual summer meeting of the Association*.