

## **CONSTITUTION of The Alumni Association of Lincoln University, PA Philadelphia Chapter**

### **ARTICLE I Name of the Organization**

Section I The name of the organization shall be **The Alumni Association of Lincoln University, PA Philadelphia Chapter.**

### **ARTICLE II Purpose of the Organization**

Section I The purpose of the organization shall be as follows:

1. To cultivate and foster a close fellowship among the graduates and former students of The University living in the Philadelphia vicinity
2. To promote the best interests of The University
3. To support and advance the cause of higher education
4. To encourage and support a close relationship with The Alumni Association of The University

### **ARTICLE III Chapter Membership**

Section I There shall be two classes of membership

#### **A. Regular Membership**

1. **Regular financial:** Those members who are financial for the current calendar year and who have graduated and hold degrees from The University or have completed at least one (1) full year work at the university and left in good standing or not having completed such work and upon the sponsorship of three (3) members of The Association have been approved for membership in The Association by majority vote of two-thirds of the members present at the regular stated meeting
2. **Regular non-financial members:** Those who qualify for any provision stated above but who are not financial for the current calendar year

#### **B. Honorary Membership**

1. Those who have received honorary degrees from The University not having attended its courses.

### **ARTICLE IV Officers of the Organization**

Section I The officers of the organization shall be President, First and Second Vice-Presidents, Secretary, Treasurer, Chaplain, Parliamentarian and Historian.

Section II Duties of Officers

A. It shall be the duty of the **President** to preside at all meetings, to appoint all committees and chairpersons of committees and to call special meetings as his/her judgment may direct. The President shall be charged with the responsibility of seeing that all business of The Association is conducted in strict conformity with the Constitution. The President shall be ex-officio of all committees with the exception of the Nominating and Auditing Committees. The President shall co-sign all contracts and checks pertaining to The Association.

1. The President at his discretion may appoint a member of the Executive Committee to co-sign checks in the absence of the President. The appointed cosigner shall be approved by a majority of the Executive Committee.

B. The **Vice-President(s)** shall cooperate with the President, shall be directly responsible to the President and shall assume the duties of The President in his/her absence or incapacity.

1. The **First Vice-President** shall serve as chairperson of the Executive Committee.
2. The **Second Vice-President** shall serve as chairperson of the Program Committee.

C. The **Secretary** shall direct to various members of The Association all notices of meetings and direct letters to all persons as such letters pertain to the official business of The Association.

1. The Secretary shall record the proceedings of all meetings and record all monies received and disbursed
2. The Secretary shall co-sign all contracts pertaining to The Association.

D. The **Treasurer** shall be the custodian of all funds of The Association for which he/she shall be bonded at the cost of The Association

1. The Treasurer shall deposit all such funds in a financial institution approved by the Association or the Executive Committee in the name of **The Alumni Association of Lincoln University, Pa. Philadelphia Chapter.**
2. The Treasurer shall prepare written monthly reports of all monies over which he/she has custody.
3. The Treasurer shall present the books for auditing to the Auditing Committee by January 15th of each calendar year
4. The Treasurer shall disburse funds as directed by The Association.
5. The Treasurer shall cosign all checks pertaining to The Association.
6. The Treasurer maintains a list of the financial status of all members of The Association.
7. The Treasurer shall be a member of the Finance Committee.

E. The **Chaplain** shall promote and develop the spiritual life of The Association

F. The **Parliamentarian** shall be responsible for the interpretation of *Roberts Rules of Order, Newly Revised* and The Constitution of the Philadelphia Chapter. The Parliamentarian shall render decisions in all areas of disagreement involving *Roberts Rules of Order* and the Constitution of The Alumni Association.

G. The **Historian** shall be responsible for compiling and keeping a permanent record of the activities of The Association and shall publish the same from time to time.

#### **ARTICLE V Nomination and Election of Officers**

Section I The officers shall be elected at the regularly scheduled meeting to be held in the month of May and shall be installed immediately.

Section II The election of officers of The Association shall be held by ballot every two (2) years. Officers shall be elected for a period of two (2) years and are eligible for re-election except that the President shall serve only two (2) successive terms.

Section III A list of the candidates shall be prepared and presented to the members at the March meeting by the Nominating Committee Chairperson. Nominations from the floor may also be accepted at the March and May meetings. Prior to the regularly scheduled meeting in May, a list of candidates nominated for each office shall be prepared and sent out to all members.

Section IV All such elections shall be conducted by the Chairperson of the Nominating Committee who will be appointed by the President.

Section V All elections shall be by secret ballot.

#### **ARTICLE VI Meetings**

Section I The presence of eight (8) members shall constitute a quorum at the regularly scheduled monthly meetings for the transaction of business of The Association. Such meetings shall be presided over by the President or the highest ranking elected officer in the absence of the President.

Section II All financial matters shall be passed on at the regularly scheduled monthly meetings of the Association

Section III The regular monthly meeting of The Association shall be held every fourth (4th) Wednesday of each month during the calendar year. The regularly scheduled monthly meeting for November and December will be held on the third (3rd) Wednesday. Meetings may be canceled and/or rescheduled by the President due to emergency situations. The time and location of the rescheduled meeting shall be designated by the President.

#### **ARTICLE VII Committees**

Section I The **Standing Committees** of The Association shall be the Executive, Program, Athletic, Finance, Public Relations, Financial Aid, Membership and Hospitality/Sunshine.

1. The **Executive Committee** chaired by the First Vice-President, shall consist of all elected officers and committee chairpersons. The Executive committee shall meet prior to the regularly scheduled monthly meeting of The Association.
2. The **Program Committee**, chaired by the Second Vice-President, shall be responsible for planning the programs of The Association. All committee chairpersons shall be members of the Program committee.
3. The **Athletic Committee** shall be responsible for helping to foster and improve athletic programs for The University.
4. The **Finance Committee** shall be responsible for overseeing the financial operations of The Association and to prepare an annual budget, subject to approval by The Association.
5. The **Public Relations Committee** shall be responsible for promoting events and activities sponsored by The Association.
6. The **Financial Aid Committee** shall be responsible for reviewing financial aid applications and making recommendations to The Association for approval.
  - A. The Financial Aid committee shall also be responsible for conducting activities, which generate revenue for the scholarship fund.
    1. The **Frank "Tick" Coleman Luncheon Sub Committee** Shall be responsible for organizing and implementing the activities associated with holding the annual Luncheon fund raiser.
7. The **Membership committee** shall be responsible for recruiting new members, retaining current members and reclaiming inactive members for The Association.
8. The **Sunshine Committee** shall be responsible for expressing sympathy, well wishes, congratulations etc via cards, flowers etc to alumni.
  - A. The Sunshine committee will also be responsible for the hospitality of the association.

Section II: The Special Committees of the organization shall be the Auditing Committee and the Nominating Committee.

1. The **Auditing Committee** shall be responsible for auditing the financial records and books of account of the Association. Results of the audit shall be reported at the February meeting. Members of the Auditing committee shall not consist of current officers. The President shall appoint the chairperson of the Auditing Committee.
2. The **Nominating Committee** shall prepare a slate of candidates for each office. The Nominating Committee shall also distribute the ballots, collect the ballots, count the ballots and announce the results of the election.

Section III All committee chairpersons shall be charged with submitting an annual budget for their committee to the Finance committee.

#### **ARTICLE VIII Dues**

Section I The annual dues of The Association shall be set each year by The Association at the last regular meeting of the calendar year.

**ARTICLE IX Amendments to the Constitution**

Section I This constitution will be accepted when ratified by The Association.

Section II This constitution may be amended by a majority of those present at any regularly scheduled monthly meeting provided that there is a quorum after the membership has been duly notified of the proposed amendment in writing and further provided the amendment(s) has been read at one preceding meeting.

**ARTICLE X Dissolution of the Chapter**

Section I In The event of the dissolution of The Alumni Association of Lincoln University, PA Philadelphia Chapter, assets will become the property of The Alumni Association, to be used for the support and aid of needy students at Lincoln University.

Amended and typographically corrected February 22, 2012