

**CONSTITUTION AND BYLAWS 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 (Philadelphia Alumni Association of Lincoln University - AALU 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 financially support and advance the cause of higher education
4. To encourage and support a close relationship with the Alumni Association of The University
5. To recruit and assist in the recruitment of students for the University.
6. To develop and implement programs that enhance the images of AALU-Philadelphia Chapter and support the mission of the University.

**ARTICLE III Chapter Membership**

Section I There shall be three classes of membership:

**A. Regular Membership**

1. **Active Financial Members:** 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 monthly 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. Associate Membership**

1. Those who are members of faculty (non-graduates); those who are holders of certificates or equivalents from programs as sanctioned by the Executive Committee, or who have completed at least one year's work.
2. Associate members shall not hold office or have voting privileges.

**C. Honorary Membership**

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

**Section II Rights and Privileges of Membership**

- a) All classes of regular financial members shall be entitled to the rights and privileges of the Chapter and subject to duties and liabilities of full

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membership, except that only regular financial members shall be eligible to  
vote and hold office in the Chapter.

- b) Financial honorary members shall be eligible to vote but cannot hold any office in the Chapter.

**ARTICLE IV Officers of the Organization**

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

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 at his/her discretion may appoint two members of the Executive Committee to authorize reimbursement and distribution of funds in the absence of the President. The appointed authorizers shall only be members of the Executive Committee.

The President shall attend or assign a designee to attend the National AALU Meetings and the Lincoln University Board of Trustees' Meetings and report back to the Chapter at monthly chapter meetings.

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 assisting the President with all Administrative aspects of The Association..

2. The **Second Vice-President** shall serve as chairperson of the Program Committee assisting the President with all Operational aspects of The Association..

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

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1. The Secretary shall record the proceedings of all meetings
2. The Secretary shall co-sign all contracts pertaining to The Association.
3. The Secretary shall assist in maintaining an accurate and up to date financial membership list in conjunction with the Membership Committee and Treasurer.
4. The Secretary 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.

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 and 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 within 45 days of the close of the fiscal year.
4. The Treasurer shall disburse funds as directed by The Association after pre-approved procedures.
5. The Treasurer and a member of the Executive Committee shall co-sign all checks pertaining to The Association after pre-approved procedures..
6. The Treasurer shall be a member of the Finance Committee.
7. The Treasurer shall assist in maintaining an accurate and up to date financial membership list in conjunction with the Membership Committee and Secretary.

E. The **Chaplain** shall promote and develop the spiritual life of The Association. They will communicate with the members of the Chapter who have experienced loss and hardship in conjunction with the Sunshine Committee.

F. The **Parliamentarian** shall be responsible for the interpretation of *Robert's Rules of Order, Newly Revised* and The Constitution of the Philadelphia Chapter for all executive and chapter meetings. The Parliamentarian shall render decisions in all areas of disagreement involving *Robert's 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 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 at the June meeting..

Section II The election of officers of The Association shall be held by (paper and/or electronic) ballot every two (2) years. The form of the ballot will be determined by the Nominating Committee. In the event of a vacant position the highest ranking officer can appoint a financial member to serve with the appointment approved by the Executive Committee.

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 financially eligible candidates shall be prepared and presented to the members at the March meeting by the Nominating Committee Chairperson, after submitting an online application and resume. Nominations from the floor may also be accepted at the March and April, meetings. Those nominations from the floor must submit an application and resume within 7 days of

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the chapter meeting. 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 and in the event of an electronic voting, ballots shall be sent out at the end of April.

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 (paper and pencil and/or electronic) and reviewed by the Nominating Committee

**ARTICLE VI Meetings**

Section I The presence of 15 financial 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 totalling transitions (operational cost) under \$75 can be approved without a Chapter vote. A limit of \$250 shall be set for these non-budgeted expenditures during each calendar month. All documents and proof of expenditures shall be presented at the next regularly scheduled monthly meeting of the Association. This provision will allow Executive Members to effectively and efficiently handle the Association business. All other financial matters will be voted on by the Chapter at the next scheduled monthly meeting.

Section III All financial members shall use their voting cards to vote at monthly chapter meetings unless virtual meetings are in place. At virtual meetings, verification of financial members will be affirmed prior to a vote

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Section IV The regular monthly meeting of The Association shall be held every fourth (4th) week of each month during the calendar year. The regularly scheduled monthly meeting for November and December will be held on the third (3rd) week of that month. There does not need to be a regularly scheduled meeting in April, due to the Frank "Tick" Coleman Luncheon, but can be called by the President. 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, Programs, Athletic, 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 **Programs Committee**, chaired by the Second Vice-President, shall be responsible for planning the programs of The Association. All committee chairpersons shall report activities and information to the Programs Committee Chair and present at monthly Executive and regular meetings as required.
3. The **Public Relations Committee** shall be responsible for promoting events and activities sponsored by The Association.
4. 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 fundraiser.
    2. Driving funding for other scholarship initiatives (i.e., the endowment)
    3. The **Archie Goodwin Scholarship Fund Sub Committee** shall be responsible for creating applications, sending them out, reviewing, and determining who is eligible. They shall distribute them according to the guidelines set and monitor them quarterly.
5. The **Membership Committee** shall be responsible for recruiting new members, helping to maintain the current list of membership in conjunction with the treasurer and secretary, retaining current members, and reclaiming inactive members for The Association. The Membership committee shall welcome all new financial and non-financial membership with a letter and a membership card.
6. The **Sunshine/Hospitality Committee** shall be responsible for expressing sympathy, well wishes, congratulations etc via cards, flowers, etc. to alumni.
  - A. The Sunshine/Hospitality Committee will also be responsible for the Hospitality of The Association, providing light collations at monthly in-person meetings.

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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 from the end of the prior fiscal year. Results of the audit shall be reported no later than the November regular meeting. Members of the Auditing committee (there should be at least 3 people) 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 at the end of the May meeting. Members of the Nominating Committee cannot be members of the Executive Committee.

Section III All committee chairpersons shall be charged with submitting an annual budget for their committee to the Programs Chair, who will present to the Executive Committee and members at the regularly scheduled meetings.

**ARTICLE VIII Dues**

Section I The annual dues are \$35.00 each for local and national membership to be re-evaluated at the last regular meeting of the calendar year in June.

Section II Dues shall be paid in the form of cash, money order, check, Cashapp, Venmo, Zelle, and/or Paypal through the Chapter website.

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**ARTICLE IX Amendments to the Constitution**

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

Section II The membership will be duly notified of the proposed amendment in writing and has been read at one preceding meeting prior to the vote. This constitution may be amended by a quorum, which is the presence of 15 of the financial members at a regularly scheduled meeting. The

**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 be donated to the Ray Indeed Barnes Endowment Fund, administered by Lincoln University, to be used for the support and aid of needy students at Lincoln University from the Philadelphia area.

Amended and typographically corrected February 22, 2012

Reviewed with adjusted amendments for consideration as of March 8, 2021.

Voted and Approved by member vote on March 25, 2021.