ARTICLE I

Name

The name of this organization shall be The Coppin State University National Alumni Association (CSUNAA). The CSUNAA is an internal alumni association as recognized by the University of Maryland Board of Regents. The Executive Board will oversee all activities and operations of the CSUNAA and operate in cooperation with the Coppin State University Office of Alumni Relations.

ARTICLE II

Purpose

Section 1. The Purpose of this organization shall be:

A. To provide opportunities for its members to maintain a close relationship among themselves and with the University.

B. To aid in the University’s growth and development.

C. To keep members informed about activities, existing conditions and progress at the University.

D. To provide support for the University’s programs and fundraising efforts.

ARTICLE III

Organizational Structure

Section 1. The CSUNAA shall be composed of an Executive Board, the General Body and Alumni Chapters.

Section 2. The Executive Board shall consist of the elected officers, one voting representative from each active alumni chapter, committee chairpersons and a student representative.

Section 3. The Executive Board shall be the governing body of the CSUNAA.
Section 4. An alumni chapter shall be defined as an official unit of the CSUNAA, which operates in an area of special interest or geographic area. Approval of an alumni chapter must come from the Executive Board and the Director of Alumni Relations. Approval of an alumni chapter may be withdrawn by the Executive Board for non-compliance with University or CSUNAA policies and procedures.

ARTICLE IV

Membership

Section 1. Membership shall be open to all graduates and former students of Coppin State University or the University under any of its former names. In addition, any person who has an interest in promoting the University may apply for associate membership.

Section 2. CSUNAA members will be classified as Regular, Life, Joint and Associate Members.

ARTICLE V

Executive Board Members

Section 1. The members of the Executive Board shall consist of the President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Parliamentarian, Sergeant-at-Arms, Immediate Past President, Director of Alumni Relations, one representative of each active alumni chapter, committee chairpersons and a student representative.

ARTICLE VI

CSUNAA Officers

Section 1. The elected officers of the CSUNAA shall be President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Parliamentarian and Sergeant-at-Arms.

Section 2. The election of officers shall be carried out in accordance with the provisions of the CSUNAA Constitution and Bylaws.

Section 3. All officers shall serve for a term of two (2) years and are eligible for reelection to a second consecutive term.
Section 4. The President with the approval of the Executive Board may recommend officers to fill any vacancy that may occur between elections.

ARTICLE VII

Meetings

Section 1. The Executive Board shall convene at Coppin State University monthly, except during the months of July and August.

Section 2. The General Body shall meet at Coppin State University quarterly. The meetings shall be held during the months of January, April, August and November.

Section 3. The President may call special meetings to attend to urgent matters when deemed necessary or when requested by three financial members.

Section 4. The CSUNAA shall convene an annual meeting during homecoming week.

Section 5. The Executive Board shall determine the day, time and place of all meetings.

ARTICLE VIII

Nominating and Election Committees

Section 1. A Nominating Committee consisting of no more than five (5) members of the CSUNAA, in good standing, shall be selected by the Executive Board. Current Board members may not serve on the Nominating Committee.

Section 2. An Election Committee consisting of no more than five (5) members of the CSUNAA, in good standing, shall be selected by the Executive Board. Current Board members may not serve on the Election Committee.

ARTICLE IX

Amendments

Section 1. All proposed amendments to the Constitution must be submitted in writing and presented to the Executive Board at least thirty (30) days prior to dissemination to the membership.

Section 2. The Executive Board, upon receipt and review of a proposed Constitutional Amendment(s), shall direct the Constitution and Bylaws Committee in
conjunction with the Director of Alumni Relations to disseminate the proposed amendment(s) to the membership at least thirty (30) days prior to a vote.

Section 3. This constitution may be amended by two-thirds (2/3) vote of the membership present at a CSUNAA general membership meeting, provided the general body was notified at least thirty (30) days prior to the meeting.

Section 4. This constitution shall be fully reviewed every four years by the Constitution and Bylaws Committee.
ARTICLE I

CSUNAA Membership Requirements

Section 1. Regular Member - Any person who is a graduate or former student of Coppin State University or the University under any of its former names, and is financial with the CSUNAA.

Section 2. Life Member - Any regular member who has paid the requisite life membership fee to the CSUNAA.

Section 3. Associate Member - Any person who is not a former student of Coppin State University or the University under any of its former names, who has an interest in promoting the University and who pays the requisite membership fee.

Section 4. Joint Members - Regular, Life and Associate Memberships are available for couples who meet the requirements for each membership category. A discounted membership fee will apply to joint memberships.

Section 5. Membership Year - The membership year shall be from July 1st to June 30th.

Section 6. Membership Fees - Membership fees shall be established by the CSUNAA Executive Board.

ARTICLE II

CSUNAA Alumni Chapters

Section 1. Each active alumni chapter shall elect its own officers and set up its own constitution and bylaws which must be in conformity with those of the CSUNAA.

Section 2. Each chapter shall file a copy of its constitution and bylaws with the Office of Alumni Relations.

Section 3. An active membership roster of each alumni chapter shall be submitted to the CSUNAA and the Office of Alumni Relations by September 30th of each year.

Section 4. Each chapter must submit a membership fee of $5.00 per member to the CSUNAA by September 30th of each year.
ARTICLE III

CSUNAA Executive Board Requirements

Section 1. Membership of the Executive Board shall include the President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Parliamentarian, Sergeant-at-Arms, Immediate Past President, Director of Alumni Relations, one representative of each active alumni chapter, committee chairpersons and a student representative.

Section 2. Financial status-All Executive Board members and representatives to the Executive Board must be financial at the National level. Chapter representatives must be financial at the chapter level also.

ARTICLE IV

CSUNAA Executive Board Powers

Section 1. The Executive Board shall be the governing body of the CSUNAA.

Section 2. The Executive Board shall be empowered to:

A. Establish and approve operational, financial and administrative procedures and policies by which the CSUNAA shall operate.

B. Establish fees for all membership classifications and the method of payment for the fees.

C. Establish and supervise the fiscal affairs of the CSUNAA.

D. Appoint ad hoc committees as deemed necessary.

E. Fill any vacancies on the Executive Board that may occur between elections.

ARTICLE V

CSUNAA Executive Board Meetings

Section 1. The Executive Board shall convene at Coppin State University monthly, except during the months of July and August. The Executive Board shall determine the day, time and place of the meetings.

Section 2. A quorum of the Executive Board for the conduct of official business shall consist of five (5) members in good standing. Three (3) of the members shall be officers,
one of whom must be the President, First Vice President or Second Vice President.

**ARTICLE VI**

**Governance**

**Section 1.** If any portion of this Constitution is declared void, and is to be stricken, all other portions of this Constitution remain in effect.

**ARTICLE VII**

**Parliamentary Authority**

**Section 1.** Robert’s Rules of Order shall prevail at all meetings of the General Body, the Executive Board and all committees, unless inconsistent with the Constitution and Bylaws of the CSUNAA.

**ARTICLE VIII**

**CSUNAA Meetings**

**Section 1.** The General Body shall convene at Coppin State University quarterly. The meetings shall take place during the months of January, April, August and November.

**Section 2.** A quorum of the General body for the conduct of official business shall consist of ten (10) members, in good standing, one of whom must be the President, First Vice President or Second Vice President.

**Section 3.** The CSUNAA shall convene an annual meeting during homecoming week.

**Section 4.** A quorum of the annual meeting for the conduct of official business shall consist of fifteen (15) members, in good standing, one of whom must be the President, First Vice President or Second Vice President.

**ARTICLE IX**

**Nominating and Election of Officers**

**Section 1.** The Nominating Committee is appointed by the Executive Board and shall be responsible for the preparation of the slate of officers. In addition, distribution of
Section 2. Additional names may be added to the ballot by write-in nomination.

Section 3. The Election Committee is appointed by the Executive Board and shall be responsible for opening, certifying and tallying ballots.

Section 4. A majority of the votes cast by the General Body, as indicated by the ballots returned, shall determine the election to an office.

ARTICLE X

Duties of CSUNAA Officers

Section 1. The President shall:

A. Preside at all meetings of the CSUNAA and the Executive Board.

B. Represent the CSUNAA at all formal meetings, events and activities when a request is made for representation.

C. Approve all disbursements prior to their transmittal for payment in conjunction with the Director of Alumni Relations.

D. Appoint all persons for committees not otherwise provided for in the Constitution and Bylaws.

Section 2. The First Vice President shall:

A. Serve as liaison representative of the CSUNAA.

B. Coordinate programs and activities of the CSUNAA, excluding the Membership Committee.

C. Perform all duties of the President, in the absence of the President.

D. Perform other duties assigned by the President or the Executive Board.

E. Assume the office of the President in the event of resignation, removal from office or death.

Section 3. The Second Vice President shall:

A. Coordinate membership programs and activities.
B. Perform the duties of the President and/or the First Vice President in their absence.

C. Perform other duties assigned by the President or the Executive Board.

Section 4. The Treasurer shall:

A. Meet monthly with the Director of Alumni Relations to discuss disbursements and receipts of the CSUNAA.

B. Set up procedures for receiving and disbursing funds and shall provide a receipt for those CSUNAA transactions.

C. Provide and present monthly financial reports and an annual financial report to the Executive Board of receipts and disbursements of the CSUNAA.

D. Collect and record membership fees in conjunction with the Director of Alumni Relations.

Section 5. The Recording Secretary shall:

A. Record all minutes of the Executive Board and all meetings of the CSUNAA.

B. Present recorded minutes to the aforementioned bodies for acceptance.

C. Execute all CSUNAA correspondence and marketing material in coordination with the Director of Alumni Relations.

Section 6. The Parliamentarian shall:

A. Interpret the Constitution and Bylaws of the CSUNAA.

B. Robert’s Rules of Order shall be the basis for decisions made by the Parliamentarian.

Section 7. The Sergeant-at-Arms shall:

A. Maintain order in meetings and shall make adequate preparations for ceremonies or special events.

Section 8. The Immediate Past-President shall:

A. Assist the new President and Executive Board in any matter deemed necessary by the Executive Board.
ARTICLE XI

Duties of CSUNAA Committees

Section 1. Event Planning Committee - The Event Planning Committee will plan all CSUNAA events in concert with the office of Alumni Relations. The committee will plan events that will have mass appeal to a wide array of alumni while staying within the CSUNAA Budget. The committee will also solicit volunteers to staff the events and will assist with developing the communication to promote events through the Office of Alumni Relations. The standing events held by the CSUNAA include an Alumni Retreat, Annual Meeting, Homecoming Activities and the MEAC Basketball Tournament.

Section 2. Scholarship and Financial Request Committee - The responsibility of this committee is to provide oversight for the financial contributions made to the University from a determined amount of dollars identified at the beginning of the academic year. This committee will review financial requests from campus student groups and determine whether financial assistance will be provided. This committee will also develop the criteria for the CSUNAA scholarship and ensure it is awarded to a student at Coppin. (Min. 5 members)

Section 3. Fundraising Committee - The Fundraising Committee is responsible for developing programs to raise money for the CSUNAA. The committee will identify the fundraising purpose for approval by the Executive Board and use fundraising tactics that are suitable and appropriate for our organization. This committee will also work in conjunction with the Office of Alumni Relations.

Section 4. Nominations, Awards & Special Recognition Committee - This committee will identify alumni to receive awards and special recognition both internally and externally. This committee will also be responsible for identifying those individuals whom the CSUNAA will honor each year with the Fannie Jackson Coppin Award.

Section 5. Volunteer Committee - This committee will coordinate alumni volunteerism in collaboration with the Office of Alumni Relations. A roster of event volunteers will be maintained in the Office of Alumni Relations. These volunteers will be contacted whenever there is an event that needs staffing. These individuals are not expected to pay to attend the event because they are expected to work during the event.

Section 6. Membership Committee - The Second Vice President will chair this committee. This committee will be responsible for processing all membership applications received through the Office of Alumni Relations and those that are received during events, or otherwise. The committee will also coordinate a yearly membership mailing in collaboration with the Office of Alumni Relations. The chairperson and the Director of Alumni Relations will serve as the custodians of
the membership roster. The chairperson will work out of the Office of Alumni
Relations.

Section 7. Constitution and Bylaws Committee - In cooperation with the Executive Board
and the Director of Alumni Relations this committee is responsible for executing
all revisions and proposed amendments to the constitution and bylaws of the
CSUNAA.

ARTICLE XII

Removal of Officers and Committee Chairpersons

Section 1. The Executive Board by a 2/3 vote of the financial members present may remove
any officers of the organization for violation of the CSUNAA Constitution and
Bylaws or neglect of duties.

Section 2. An elected officer of the Executive Board who misses three or more consecutive
meetings of the Board, without valid reasons, shall be referred to the Executive
Board for action.

Section 3. The President, with the concurrence of the Executive Board, shall have the power
to remove from office for cause, any Chairperson that was appointed by the
President. The chairperson shall not be entitled to a hearing.

ARTICLE XIII

Order of Business Meetings

Section 1. The following shall be the order of business meetings of the CSUNAA except
where altered or suspended by call for same:

A. Call to Order
B. Adoption of Minutes of previous meeting
C. Correspondence
D. Report of Officers
E. Report of Committees
F. Unfinished Business
G. New Business
H. Adjournment
ARTICLE XIV

Fiscal Year

Section 1. The fiscal year for the CSUNAA shall run from July 1st through June 30th of the following calendar year. If deemed advisable, the Executive Board may change these dates.