

# Constitution and Bylaws of The Texas Southern University National Alumni Association, Inc.

## ARTICLE I – NAME

The name of this organization shall be the Texas Southern University National Alumni Association (TSUNAA) Inc., hereinafter referred in this document as "The Association".

## ARTICLE II - PURPOSE AND OFFICE

**Section 1.** PURPOSE: The purpose of the Association shall be to promote the educational goals of Texas Southern University, with special emphasis on the interests and welfare of its alumni and students. The Association is a non-profit corporation, operating under the law of the state of Texas.

**Section 2.** OFFICE: The Board of Directors designates the registered physical office address as 5330 Griggs Road, Suite 102, Houston, Texas, 77021.

The mailing address shall be 5330 Griggs Road, Suite 102, Box 38, Houston, Texas, 77021. There are two (2) keys assigned to the Association Office. No duplication of keys should be made without the permission of the Association's President.

## ARTICLE III - ALUMNI ASSOCIATION SEAL

**Section I.** The seal shall be circular in form and shall have been inscribed with the following words: *Texas Southern University National Alumni Association.*

**Section 2.** The Association Corresponding Secretary shall be the custodian of the seal. The failure to affix the seal of the alumni Association to any document or instrument shall not affect the validity of such document or instrument.

## ARTICLE IV - MEMBERSHIP AND FEES

- Section 1.** Active membership in the Association is restricted to persons meeting at least one (1) of the following requirements:
- (A) Former students of Houston College for Negroes.
  - (B) Former students of Texas State University for Negroes.
  - (C) Former students and current post baccalaureate students of Texas Southern University.
  - (D) Persons in good standing with a area or institutional chapter.
  - (E) Only individuals who join the Association, pays national membership dues, or have signed up for recent graduate membership, may join area or institutional chapters. Membership requirements reveal no method by which an individual can join an area or institutional chapter without paying national dues other than registered recent graduates.
  - (F) All members shall exert their best efforts to reach the goals and objectives of the Association, and shall act, in no manner, inconsistent with this purpose.
  - (G) Upon receipt of national annual dues, for fifty dollars (\$50.00), the effective date of membership will activate on the date the payment is received in the national office.
    - (1) Any area or institutional chapter dues received by the national office shall be remitted to the appropriate area or institutional chapter within thirty (30) days after receipt.
    - (2) Any non-chapter dues collected by the area or institutional chapters must be remitted to the national office within thirty (30) days after it is submitted.
    - (3) All chapters shall pay fifty (\$50.00) dollars per member per annum as dues to the Association. This does not apply when individuals belong to more than one Chapter.
    - (4) Membership dues paid on or after October 1<sup>st</sup> of the calendar year will roll over to January 1<sup>st</sup> of the next calendar year. These new members will not be able to actively participate in chapter and national voting or hold office until January 1st.

- (H) A member may join more than one area or institutional chapter, provided the individual pays national dues and pays the annual dues required by the area or institutional chapter(s) he or she chooses to join.
  - (1) In either case, such members must only pay national dues once per year.
  - (2) Such members, though belonging to more than one area or institutional chapter, may only serve as a member of the Board of Directors for the chapter to which he or she initially submitted his or her dues.

**Section 2.** Association membership is divided into six (6) classes. These include:

- (A) **Regular Member-** Any person who pays the required annual fee of fifty dollars (\$50.00) for national dues. Additional area annual dues will be required of those individuals having membership in an area or institutional chapter. Fifty dollar (\$50.00) national dues will only apply to members in an area or institutional chapter.
  - (1) Regular members are eligible to hold a national office and serve on standing committees.
  - (2) Regular members are eligible to attend the national meeting and vote on agenda items.
  - (3) Regular members are encouraged to assist in establishing an area or institutional chapter.

**Regular Member (Recent Graduates)-** Any person who has graduated with an undergraduate or graduate degree from Texas Southern University is granted one (1) complimentary membership from the date of graduation to the end of the following calendar year. This complimentary membership includes no national or chapter dues to be paid by the recent graduate.

- (1) If a current member with a previous undergraduate degree from Texas Southern University later earns a graduate degree(s), the complimentary membership only applies once.
- (2) The membership to the Association is complimentary, yet there is a five (\$5.00) dollar fee that will be assessed for the cost of the card and shipping.

- (B) **General Member**- Any person who pays the required annual national dues of one hundred twenty-five (\$125.00) dollars and does not belong to an area or institutional chapter. This condition occurs because the person lives in a state, subdivision, district, or region where no area or institutional chapter exists or does not want to be affiliated with a chapter.
- (1) General Members are not eligible to hold a national office nor serve on a standing committee.
  - (2) General Members are eligible to attend the national meeting and vote on agenda items.
  - (3) General Members are encouraged to assist in establishing an area or institutional chapter in their area.
- (C) **Associate Member**- Any person granted membership in consideration of paying annual dues of one hundred (\$100.00) dollars for national dues, and area or institutional chapter(s) annual dues that will be required of those individuals having membership in an area or institutional chapter as well. Such members have no prior attendance at Texas Southern University, or any of its predecessors.
- (D) **Honorary Member**- Any person, who by special merit, is granted membership without dues payment.
- (1) Honorary members are not eligible to hold a national office but can serve on a standing committee.
  - (2) Honorary members are eligible to attend the national meeting but do not vote in elections or on agenda items.
  - (3) Honorary Members must be voted on by the Board of Directors. The vote must take place with two-thirds (2/3) of the board members, present at regular or special called meeting.
- (E) **Life Member**- Any alumnus who pays the sum of six hundred (\$600.00) dollars. Such persons may choose to retire the debt in one payment or complete payments in less than the one (1) year maximum.
- (1) Life Member dues can be made in the following ways:
    - (A) One full payment in the amount of six hundred (\$600.00) dollars.
    - (B) Two installment payments in the amount of three hundred (\$300.00) dollars.
    - (C) Three installment payments in the amount of two hundred dollars (\$200.00) dollars.

- (2) All installment payments must be paid within one calendar year (12 months) from the initial payment date.
- (3) If the payment is not completed within one (1) calendar year, the payments are forfeited to the Association. The payments forfeited to the Association will be deposited in an interest-bearing account or in a certificate of deposits account.
- (4) Until the Life Member payment is completed, if a person seeks membership in the Association, a payment for either General Membership, Chapter Membership, or Associate Membership must be paid. Once the payment is completed, Life Members will never be required to pay national dues.

**Section 3.** Life membership dues shall be vested in a separate interest-bearing account or in certificate of deposits. Only the interest earned on these deposits may be used for general purposes. Principal amounts, or any part thereof, may only be expended as follows:

- (A) When funds are needed for high priority projects.
- (B) When usage of such funds is approved by three-fourths (3/4) majority vote of those Board of Directors members present and voting, in an annual or special called meeting.

**Section 4.** Under any of these conditions, all rights, interests, privileges, or other advantages are dissolved. An individual's relationship with the Association, area or institutional chapter ends *Ipsa facto* when:

- (A) The member dies.
- (B) The member resigns from the Association.
- (C) The member is forcefully expelled from the Association.
- (D) The member becomes permanently inactive.

**Section 5.** Membership in the Association is not assignable. Any such attempts will be immediately rendered null and void.

**Section 6.** The national dues of the Association may be changed by a majority vote of the Board of Director members present and voting at regular monthly meetings.

## ARTICLE V- ADMINISTRATION

The Texas Southern University National Alumni Association, Inc. through its Board of Directors shall have absolute responsibility for the supervision, administration, and control of its area and institutional chapters. This includes, but is not limited to, matters of finance, policy, and procedure.

## ARTICLE VI - FISCAL YEAR

The fiscal year of the Association shall begin January first and terminates December thirty-first (31<sup>st</sup>) of that same year.

## ARTICLE VII - EXECUTIVE BOARD

- Section 1.** The Association Executive Board officers shall consist of the President, Vice President, Vice President of Membership, Vice President of Finance, Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Sergeant-At-Arms, and Parliamentarian. The Executive Officers are Association Board Members.
- Section 2.** The Executive Officers of the Association shall be elected by the Association Board of Delegates at the annual general membership meeting during Homecoming.
- (A) Chapters will elect or designate two (2) members to represent the chapter in the election process.
  - (B) Delegates will not be designated by the Executive Officers nor the Association Board of Directors.
  - (C) Delegates shall be regular or Life Members of the Association and a chapter. All elected Executive Officers shall be regular or Life Members of the Association.
- Section 3.** The duties of the Executive Board are to increase the efficiency and productivity of the Association. The Executive Board shall engage in the development of goals and plans for the Association, review progress, and evaluate outcomes.
- Section 4.** Executive Board members are to train the chapter officers of the office in which they occupy.
- Section 5.** The Executive Board shall meet quarterly and review and vote on matters to bring forth to the Board of Directors such as Constitution procedures, policy, or financial revisions.

**Section 6: Duties of the President of the Association:**

- (A) Be the official spokesperson for the Association.
- (B) Preside over all meetings of the Executive Board, the Board of Directors and the Association.
- (C) Project an active management role in the business affairs of the Association.
- (D) Ensure that all Association resolutions, orders, or other directives of the Association are properly executed with all dispatch.
- (E) Perform duties or special acts as directed by the Board of Directors.
- (F) Vote as a tie breaker while presiding over Executive and Board of Director meetings.
- (G) Create meeting agendas.
- (H) Maintain contact with the Texas Southern University Office of Alumni Relations and University staff.
- (I) Ensure Board of Directors fulfill their duties impartially, accurately, and promptly.
- (J) Sign for checks and payments, checking and savings accounts and any other financial accounts the Association opens.
- (K) Appoint members to committees and assign committee chairs.
- (L) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 7. Duties of the Vice President:**

- (A) Preside over meetings when the President is absent or if the office becomes vacant.
- (B) Oversee any committee assignments.
- (C) Assists the President in the execution of his/her duties.
- (D) Be aware of ongoing projects and events and understand the role of the President in planning and executing these programs.

- (E) Coordinate with the President to advise all chapter presidents in the completion of tasks and responsibilities.
- (F) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 8. Duties of the Vice President of Membership.**

- (A) Serve as the presiding officer of the membership committee.
- (B) Preside over meetings when the Vice President is absent and the President has so designated.
- (C) Maintain an up-to-date roster of the Association's general membership.
- (D) Maintain an up-to-date listing of all life members.
- (E) Mail membership cards to those persons designated by the Financial Secretary.
- (F) Correspond with new members encouraging them to participate in the affairs of the Association.
- (G) Forward letters of gratitude and congratulations to new Life Members.
- (H) Supervise membership campaigns.
- (I) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 9. Duties of the Vice President of Finance:**

- (A) Serve as the presiding officer of the Finance, Audit, and Budget committees.
- (B) Assist with all Association fundraising efforts.
- (C) Coordinate all area and institutional chapter accounting and finance procedures, as well as those of the Association at large.
- (D) Prepare and publish the financial status of the Association on a quarterly basis and collaborate with both the Financial Secretary and the Treasurer to ensure accuracy of these reports.
- (E) Encourage each area and institutional chapter to hold fund raising events for the benefit of the Association or Texas Southern University.
- (F) Must be bonded.



- (G) Sign for Association checking and savings accounts and any other Financial accounts the Association opens.
- (H) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 10. Duties of the Recording Secretary:**

- (A) Attend all meetings of the Executive Board, Board of Directors, and general membership.
- (B) Record true minutes of the proceedings of every meeting, electronically, for the valid use of Executive Officers, Board of Directors, regular members, and officials
- (C) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 11. Duties of the Financial Secretary:**

- (A) Receive all monies, securities, membership dues, and items of value coming into the national office.
- (B) Keep a permanent record of all monetary receipts, transferring such items to the Treasurer for deposit in Association accounts.
- (C) Collaborate with Treasurer to maintain an up-to date roster of the Association membership, according to class as defined in Article IV, Section 13. This list shall be published in quarterly and annual reports.
- (D) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 12. Duties of the Corresponding Secretary:**

- (A) Send, or cause to be sent, all correspondences as directed by the President, the Executive Board, the Board of Directors, or the Association Constitution.
- (B) Send or cause to be sent to all chapters, notices of general body meetings of the Association.
- (C) Assure that the meeting agendas have been prepared by the President and distributed in advance of meetings.
- (D) Maintain accurate and detailed files of all Association official communications, bulletins, and newsletters, both received and distributed.

- (E) Meet periodically with the Vice President of Membership for the purpose of composing and maintaining an up-to-date mail address roster for all members.
- (F) Mail or email Association event mailings to members.
- (G) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 13. Duties of the Treasurer:**

- (A) Have custody of all Association funds and securities.
- (B) Keep and maintain the Association's financial records.
- (C) Maintain accurate accounts of all receipts and disbursements. Process signed and approved vouchers/bills for payment, write checks and obtain proper signatures prior to disbursement.
- (D) Receive all monies, securities, membership dues and items of value coming into the national office.
- (E) Keep a permanent record of all monetary receipts for deposit in the Association's accounts.
- (F) Collaborate with the Vice President of Membership to maintain an up-to-date roster of the Association's membership, according to class as defined in Article IV, Section 2. This list shall be published in quarterly and annual reports.
- (G) Deposit all monies, securities, and other valuable effects (taking proper vouchers for such deposits), in the name of the Association, in such depositories as may be designated by the Board of Directors.
- (H) Ensure and enforce that no monies, or property, or valuables of any variety, belonging to the Association, may be expended by anyone, including the Treasurer, except by constitutional authority. Accordingly, all monies and valuables entrusted to the Treasurer that belong to the Association.
- (I) Primarily liable for all valuables entrusted to the treasurer's office. Assistants may help the Treasurer discharge the responsibilities of that office, provided they are bonded and approved by the Board of Directors.
- (J) Account to the Board of Directors, on request, a reconciling of all Association transactions of the Treasurer's office during the term of service.
- (K) Serve and Chair the Budget Committee.

- (L) Maintain a surety bond, at the expense of the Association, which is accepted by, and satisfactory to, the Board of Directors.
- (M) Submit financial records for financial audits.
- (N) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 14. Duties of the Sergeant-at-Arms:**

- (A) Assist the Association President or presiding officer to maintain order and decorum, as well as to keep meetings on task at all Association meetings.
- (B) Be the official guard of the door to ensure the privacy of official ceremonies and meetings and will set the standard for protocol for the Association.
- (C) Assist the presiding officer and Parliamentarian in verifying attendance and quorums at meetings.
- (D) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 15. Duties of the Parliamentarian shall be:**

- (A) Advise the President, Executive Officers, Association Chapters, and the general body of the rules of parliamentary procedure.
- (B) To be always ready to establish the correct procedure, based on *Robert's Rules of Order, Newly Revised* when the Association constitution and bylaws present no specific rule or policy to dispense or make appropriate adjustments to problems attendant to conducting Association business.
- (C) Serve as Chairman of the Constitution and Bylaws Committee.
- (D) Support all Texas Southern University National Alumni Association initiatives and events.

**Section 16.** A monthly stipend for an Executive Officer may be issued at the approval of the Board of Directors. Executive Officers shall be reimbursed for Association related expenses incurred in the execution of their official duties.

**Section 17.** The Board of Directors must investigate, and thoroughly review, any business transactions between the Association and any business establishment in which an Executive Officer has a vested interest.

While such Board of Directors approved transactions are permitted, the officer having the vested interest that might include ownership, shall abstain from voting, in any manner on related matters.

**Section 18.** An Executive Officer who does not perform his or her duties, as specified in the job description of the Constitution and Bylaws shall be removed from office.

- (A) A two-thirds (2/3) majority vote of Board of Directors members, present and voting, at a regular or special called meeting, for that purpose is required to remove an Executive Officer from office. The Board of Directors represents the membership who elected them.
- (B) These actions are taken consistent with Article XVI, Sections 1 - 6 of the Association Constitution.
- (C) Notices of the Association's intent to investigate allegations of misconduct, which may result in removal, shall be mailed to Board of Directors, which includes the Executive Board members, and the accused.
- (D) The notices shall be mailed, and/or emailed to the Board of Directors, the Executive Board, and the accused Executive Board member address of record in the Association's files.

## **ARTICLE VIII - BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall have absolute responsibility for managing the business, property, and affairs of the Association.

**Section 2.** The Board of Directors shall consist of the Association Executive Officers, one (1) representative from each chapter in good standing, the Immediate Past President, and one (1) ex-officio, non-voting member representative of Texas Southern University (Alumni Office).

- (A) Each area and institutional chapter in good standing shall be entitled to one (1) position or member on the Board.
- (B) Each area and institutional chapter shall register the name of its Board of Directors' one (1) representative with the Association by January fifteenth (15) of each calendar year.
  - (1) An individual whose name is not registered with the national office for the current year may not vote on Association related matters.
  - (2) Exceptions and substitutions are not allowed except under the conditions that are specified in Section 7. Executive Officers may not serve as the chapter representative of their chapter.

- (C) Board members' terms shall expire on December 31<sup>st</sup> at the end of their term.
- (D) No area or institutional chapter shall have more than two (2) Executive Board Officers. If more than two (2) candidates are elected from the same area or institutional chapter, the additional shall occur:
  - (1) Executive Officers must select an alternate chapter to be eligible to vote. The Executive Officer being counted in the alternate chapter does not replace the chapter's board representative.
  - (2) By choosing an alternate chapter to serve on the Board, the Executive Board officer does not lose current membership in the original chapter. All members can belong to more than one chapter. The chapter can be any chapter in good standing. The Executive Officer member will not be the board representative of the newly selected chapter.
  - (3) If the President is a member of the affected chapter, the President's chapter affiliation does not matter because the President does not have voting rights.

**Section 3.** If an area or institutional chapter loses its Board of Directors' member for some reason, the area or institutional chapter has the right to replace the Association Board of Director member at its own discretion.

**Section 4.** The Board of Directors is empowered to fill any officer position vacancy. Each member of the Board of Directors shall receive prior written notice of any meeting called to fill a vacancy. All significant details of the replacement should be clearly stated in the written notice.

The notice should reach Board of Directors' member not less than ten (10) days before the scheduled meeting date. The vacancy shall be filled, by majority vote of the Board of Directors, within thirty (30) days.

**Section 5.** Any Board of Directors' member who has not paid annual Association dues by February fifteenth of a given year shall be considered as having resigned from the Association Board of Directors.

**Section 6.** A Board of Directors member is limited to serve three (3) consecutive terms, totaling a maximum of six (6) years unless allowed by the chapter the Board of Directors' member represents.

A Board of Directors' member who has served the maximum term shall become eligible to serve again when one calendar year has expired since the last Board of Director's member's service. Elected Executive Board members are not affected by the restrictions cited in this section.

- Section 7.** If a non-executive Board of Directors member is unable to attend a meeting, that member is required to designate, in writing, a substitute.
- (A) The substitute shall be named from the area or institutional chapter represented. The substitute cannot be an Executive Officer Board member.
  - (B) The substitute must be in good standing with whatever area or institutional chapter he or she represents.
  - (C) The Board of Directors member who is expected to be absent shall send to the Recording Secretary, by email, the name of the substitute at least three (3) days prior to the scheduled meeting date.
  - (D) New chapters chartered during the first or second quarter of the year, the chapter president will serve as the chapter Board of Directors representative until the chapter formally designates a representative. The chapter selects the Board member. The President is not designated in the Constitution to be the Board of Directors' representative.

- Section 8.** A Board of Directors member who shall be absent from two board meetings, without verifying appropriate extenuating circumstances, shall automatically relinquish that position on the Board of Directors.

The officer may continue to serve on the Board of Directors provided two-thirds (2/3) of the Board of Directors, present at regular or special called meetings, vote to accept the officer's explanation for absences. These actions are taken consistent with Article VII, Section 16, and Article XIV of the Association constitution.

- Section 9.** The immediate Past President shall automatically be a member of the Board of Directors for the term immediately following the end of their active term and shall serve in an advisory role to the President.

The Past President is a voting member on the Board of Directors. In the event, that the Immediate Past President cannot serve as Immediate Past President, the previous Past President shall serve the successive term.

## **IX - ELECTIONS**

- Section 1.** The officers of the Association as defined in **ARTICLE VII – Executive Board, Section 1** of the Constitution shall be elected during odd numbered calendar years for a term of two (2) years and may serve no more than three (3) consecutive two (2) year terms or a total of six (6) years.

- (A) Candidates for national office positions must be confirmed graduates of Texas Southern University.

- (B) Candidates for national office shall be an active regular member/life member, and chapter member for at least two (consecutive years prior to and including nomination and ballot voting year before being eligible to be placed on a ballot. The officers shall be elected by ballots. Ballots containing the names of the candidates shall be prepared, investigated, and submitted by the nominating committee.
- (C) Officers shall be elected by majority vote of the chapter delegates, present and voting. When elective terms have been served; the expiration date shall be December thirty-first (31<sup>st</sup>). See also **ARTICLE VII - EXECUTIVE BOARD, Section 2**, for additional information the Delegate Board for Elections.
- (D) In the event the annual meeting of the Association cannot be held during the week of the Texas Southern University Homecoming, the Association-Board of Directors is empowered to set another time, date, and place of the meeting.

## **ARTICLE X - MEETINGS AND CONVENTIONS**

- Section 1.** The annual meeting of the Association shall be held during the week of Texas Southern University Homecoming activities. No person may participate in the political or business affairs of the Association unless in good standing with all rules, regulations, and requirements of the Association.
- Section 2.** The President, through the Corresponding Secretary, is required to give advanced notice when calling any special meeting of the Board of Directors.
- (A) Notices shall be mailed, emailed, or sent via Board of Directors Group Text to the address/phone number of record for each Board of Directors member, to arrive seventy-two (72) hours before the scheduled meeting date
  - (B) The notices shall include the itemized purposes of the meeting.
  - (C) When the special meeting is for the purpose of removing an officer, the conditions Stated in Article XV - Removal and Suspensions and Article XVII Procedural Policies and Rights in Remedial Actions of the Constitution shall apply.

**Section 3.** One third (1/3) of the membership of the Board of Directors may make a written request of the President to call a Board of Directors or general membership meeting. The President shall call meetings within twenty (20) days of receipt of the written request.

Notices shall be mailed or emailed to the Board Directors under the same terms and conditions cited in Section 2. The President can call an Executive Board meeting as needed to conduct business of the Association.

**Section 4.** In the event an annual meeting cannot be held during the week of Texas Southern University Homecoming, the President, with recommendations from the Executive Officers and Board of Directors, is empowered to set another date, or host a virtual annual meeting via Zoom.

The President, through the Corresponding Secretary, shall notify each area and institutional chapter of the date, time, location, and purpose of the meeting seventy-two (72) hours before the scheduled meeting dates. Notices shall be mailed or sent electronically to each area an institutional chapter's address of record in Association files.

**Section 5.** A Board of Directors meeting quorum shall consist of a simple majority (51%) of the Board of Directors members and Executive Officers. All members holding office must have membership in an active area or institutional chapter. Board meetings can convene via teleconferences avenues and in person meetings where each Board member is expected to attend in person, or a combination of both (see Article VIII, Section 7 and Article VII, Section 18 for exceptions).

**Section 6.** Board of Directors members may vote by proxy on meeting agenda item(s) when unable to personally attend a meeting. To vote by proxy, a Board of Directors' member shall send a letter that communicates their vote(s) to the Recording Secretary at least three (3) days prior to the scheduled meeting date. The letter shall contain the following as a minimum:

- (A) statement of the agenda item(s) being voted upon; each agenda item shall be stated separately,
- (B) an indication whether the Board of Director member wishes to register an affirmative or negative vote for each stated item,
- (C) the date of the letter and the Board of Directors member's signature. Board of Directors may not vote on by poxy on issues related to Articles XIV and XV of the Association's constitution.

**Section 7.** Notices of regular meetings of the Board of Directors shall be emailed or mailed to each Board of Directors member at least ten (10) days in advance of the scheduled meeting dates. The notices shall contain the meeting's purpose and shall be mailed or sent electronically to the address of record.



- Section 8.** Each area and institutional chapter shall set its own schedule and locations of meetings.
- Section 9.** A general membership-meeting quorum shall consist of two-thirds (2/3) of the Executive Board, Association Board of Directors, and one-third of regular members.
- Section 10.** The Corresponding Secretary shall send to each active general member all communications that are intended for the general membership.
- Section 11.** The alumni association will convene a national convention for its alumni to fellowship, provide training opportunities, and manage the business affairs of the Association.
- (A) The national convention will be held every other year.
  - (B) The location of the convention shall be decided upon by the president with input from the Association-Board of Directors.
  - (C) All chapters shall be represented at the national convention. Each chapter will need to send their chapter president or representative to the convention to represent and vote on the chapter's behalf. Chapter participation shall be established by a roll call at the Board of Directors' meeting by the Recording Secretary at the general body meeting.
- Section 12.** Chapters not fulfilling their obligations as a chapter may be subject to a monetary penalty as determined by the Board of Directors.

## **ARTICLE XI – COMMITTEES AND APPOINTMENTS**

- Section 1.** The following standing committees shall exist:
- (A) Membership Committee
  - (B) Finance Committee
  - (C) Audit Committee
  - (D) Budget Committee
  - (E) Constitution and Bylaws Committee
  - (F) Program Committee
  - (G) Nominating Committee
  - (H) Athletic Advisory Committee

- (I) Public Relations Committee
- (J) Social Action Committee
- (K) Historical Committee
- (L) Scholarship Committee

**Section 2.** The Membership Committee shall be responsible for recruiting and reclaiming all ex-students for membership.

**Section 3.** The Finance Committee, subject to the control of the Board of Directors and Vice-President of Finance, shall supervise the finances of the Association and annually prepare a budget setting forth the estimated receipts and expenses for the ensuing year, beginning the first meeting in January.

The budget for the ensuing year shall be mailed or sent electronically to the Board of Directors for pre-approval thirty (30) days prior to the annual meeting, during the week of Homecoming. The committee shall perform such other duties as may from time to time be assigned to it by the Board of the Directors and the Vice President of Finance.

**Section 4.** The Audit Committee shall audit the Treasurer's books annually and report its findings in the general body meeting during homecoming. The Treasurer's books shall be submitted to the Audit Committee no later than July 15<sup>th</sup> each year.

The Audit Committee also shall submit its findings to an independent, outside auditor during odd numbered calendar years. The report of the committee and the outside auditor will be reported at the general meeting held during Homecoming week. The committee shall also make recommendations to the Board of Directors and the Vice President of Finance.

**Section 5.** The Budget Committee shall prepare an annual budget thirty (30) days prior to the end of the fiscal year, or the annual meeting, as stated in Section 4. The budget for the ensuing year shall be emailed or mailed to the address of record of each Board of Directors' member.

**Section 6.** The Parliamentarian is the chair of the Constitution and Bylaws Committee. The Constitution and Bylaws Committee shall be responsible for receiving, processing, and evaluating all changes and amendments to the Constitution and Bylaws.

The Parliamentarian will submit proposals to the Board of Directors for approval. The Parliamentarian will present proposals for voting by the members during regular or special called meeting. Executive Officers, Board of Directors, chapter members, and general members can submit recommendations for changes and amendments.

**Section 7.** The Program Committee shall be responsible for planning all the activities of the Association, including Homecoming activities for alumni.

**Section 8.** The Nominating Committee will receive nominations and verify eligibility of Executive Officer candidates per the nominating committee policies and procedures located in the TSUNAA Operations Manual. The committee shall devise procedures to ensure balanced geographical diversity and equal representation of Executive Officers. Ideally, the committee should have one member from each chapter.

The committee, however, must document fully its inability to achieve geographical diversity among candidates for executive offices, if ever the case. The Nominating Committee will be composed of one (1) member from each chapter and one (1) member from general membership at large. The President has sole power to approve these committee members. No executive officer of the Association may be appointed to the committee.

**Section 9.** The Athletic Advisory Committee shall work very closely with the Athletic Department of the University and shall perform any other duties assigned to it by the President and/or the Board of Directors from time to time.

**Section 10.** The Public Relations Committee shall be responsible for the publicity and publications of the Association and serve as liaison between the University proper and the Association.

**Section 11.** The Social Action Committee will engage the Association in projects that facilitate achieving its goals of promoting social justice through area and national activism. The role of the committee is driven mostly by membership concern. The committee will organize meetings and address issues brought to the committee by the Board of Directors and the membership.

**Section 12.** The Historical Committee will collect, files, and preserve any data and records which pertain to the establishment, growth, and development of the Association. The committee will work with the Executive Board, Board of Directors, chapters, and membership to assemble historical material. The committee will make reports to the Board of Directors.

**Section 13.** The Scholarship Committee is responsible for overseeing the Association's scholarship programs and to ensure the timely and fair disposition of scholarship funds. The committee is charged with publicizing and soliciting applications and making decisions based on the applicants' responses.

**Section 14.** No committee, commission, or other such subsidiary body of the Association shall attempt to function in an independent capacity inconsistent with its status as an arm of the Association, such as incorporating as a legal entity, hiring independent staff, or raising and disbursing funds autonomously.

**Section 15.** The President may appoint a licensed attorney to serve as Counselor to the Association. The appointee is to be a Thurgood Marshall School of Law graduate. The attorney shall serve free. If a legal fee is to be incurred, it will be approved by the Board of Directors.

**Section 16.** The President shall be an ex-officio member of all committees, both permanent and temporary. The President shall name and remove the committee chairpersons, excluding the Constitution and By-Laws chair.

Neither the chairperson nor all the committee members need to be Board of Director members to serve; however, there shall be at least one Board of Directors' member on each committee. The President may create special committees, appoint ad hoc task groups or commissions, to carry out the mission of the Association.

## **ARTICLE XII - CONTRACTS, LOANS, CHECKS AND DEPOSITS**

**Section 1.** The Board of Directors may authorize any officer and officers, agent, or agents to enter any contract or execute and deliver any instrument in the name of or on behalf of the Association, and such authority may be general or confined to specific instances.

**Section 2.** No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

**Section 3.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by the designated Executive Officers and in such manner as shall from time to time be determined by resolution of the Board of Directors.

- (A) Each check, draft, or other order for the payment of money shall be generated and signed by the Treasurer and the President. A third signature is required from the Vice President of Finance or the Financial Secretary.
- (B) A letter notifying all depositories of the stipulations (Article XII, Section 3A) of the Constitution and Bylaws shall be forwarded to the appropriate department of each depository. Proper signatures must be updated regularly as new officers are selected by the Delegate Board of Directors to be responsible for the payment of indebtedness.

**Section 4.** All funds of the Association, not otherwise employed, shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board may select.

**Section 5.** All Executive Officers who will sign checks, drafts, or other instruments for Payments shall be bonded.

**Section 6.** The Audit Committee shall undertake an annual audit of all business transactions. The committee shall receive all accounts, ledgers, checks, deposit slips, back-up receipts, and any other supporting documentation required to perform a complete audit.

This information shall be given to the committee no later than July 15<sup>th</sup> every year. The audit committee also shall submit its findings to an independent, outside auditor during odd numbered calendar years. The report of the committee and the outside auditor will be reported at the general meeting held during homecoming week.

**Section 7.** All checks that are issued to Texas Southern University, its departments, or its employees shall be processed through the Development Office. A letter that specifies the contribution's date, purpose, amount, and conditions of disbursement shall accompany each grant. The letter shall also require the University to provide a written receipt, and an accounting of disbursements within one calendar year from the date of the letter.

### **ARTICLE XIII - TEXAS SOUTHERN UNIVERSITY ALUMNI CHAPTERS**

**Section 1.** A Texas Southern University National Alumni Association (TSUNAA) chapter may be established and maintained with seven (7) or more persons, eligible for Association membership, and reside outside of a seventy-five (75) mile radius of the Metro Houston Chapter. Proposed chapters shall petition the Board of Directors in writing.

Institutional chapters and any area chapters that are within a seventy-five (75) mile radius of Houston shall maintain a minimum of 25 members. The Board of Directors shall determine the chapters that will be established.

**Section 2.** To receive a charter to start an Association chapter, alumni must:

(A) Petitioners must submit the Association application on forms provided by the Association. The application should include a list of alumni who have agreed to charter chapter. The application should be sent to the Vice President of Membership. The number of charter members will be designated as stated in Article XI, Section 1.

Once all requirements have been met per the TSUNAA Chapter Charter Guidelines, the Vice President of Membership will present the chapter's petition to the Board of Directors for a vote. The vote will require two-thirds (2/3) of the Board of Directors present at a regular or special called meeting.

(B) Upon approval and issuance of the charter, the petitioners shall elect officers and notice of such elected persons shall be emailed to the Recording Secretary.

- (C) Upon approval and issuance of the charter, the chapter's elected officers must draft bylaws and submit them to the Parliamentarian for review and approval.
- (D) Upon receiving its charter, and annually thereafter, elect officers biennially as provided in the area chapter bylaws, which officers shall carry out the duties prescribed for them.
- (E) Comply with all federal, state, and local laws, as well as regulations concerning activities of organizations exempt from income tax under Section 501(c)3 of the Internal Revenue Code, including but not limited to refraining from endorsing political parties or candidates for public office.
- (F) Transmit prompt and regular financial and program reports to the national office, including the following:
  - (1) An accounting for all dues and funds received by March fifteenth (15th). An accounting for dues collected throughout the fiscal year also is required.
  - (2) A membership list will be submitted to the Financial Secretary. A copy of the membership list, along with checks also shall be submitted to the Vice President of Finance and the Treasurer.  
  
Lists will include all current chapter members, including Life Members, with the date, amount of dues paid by each member. The lists shall also indicate if life members are financial with the chapter. Checks for dues will be submitted to the Financial Secretary.
  - (3) Any other financial reports mandated by the national office to ensure the Association's compliance as a non-profit organization with Internal Revenue Service (IRS) regulations.
  - (4) To protect the Association's 501(c)3 status, each chapter shall file financial reports with the Association no later than thirty (30) days after the end of each calendar quarter and shall also fulfill all obligations that the Vice President of Finance deems appropriate.
- (G) Ensure that any funds received from contributions, grants, contracts, or any other source relying on the Association's tax-exempt status are made payable to the Association. Funds shall be deposited by the chapter's treasurer, or financial officer, in an account established in the chapter's name by resolution of its chapter board, and where they will be maintained as restricted funds for use of the chapter, less administrative cost not to exceed ten (10) percent.

- (H) Hold at least six membership meetings each year, in addition to board and committee meetings. Progress toward this requirement shall be reported to the national office at least quarterly.
- (I) Hold at least one area chapter membership drive each year. Progress toward this requirement shall be reported to the national office at least quarterly.
- (J) Hold at least one Texas Southern University student recruitment activity each year. Progress toward this requirement shall be reported to the National Office at least quarterly.
- (K) Hold at least one Texas Southern University fundraiser each year. Progress toward this requirement shall be reported to the national office at least quarterly.
- (L) Support the leadership, purposes, and goals of the Association, both through consistent policy positions and through an active program of area initiated activities.

**Section 3.** To remain in good standing as a chapter, an area and institutional chapter must:

- (A) The Vice President of Membership shall mail each member of every area chapter a membership card upon receipt of the members per annum fees. Fees are due on or before February fifteenth (15<sup>th</sup>) each year or a late fee of five dollars (\$5.00) may be assessed for each member.
- (B) An annual maintenance fee of no less than five hundred (\$500.00) dollars shall be paid to Texas Southern University National Alumni Association by each chapter. Payments are to be made prior to the general body meeting of each year.
- (C) Maintenance fees will be used to aid TSUNAA with administrative fees and expenses that are incurred through each calendar year. The maintenance fee is due by September fifteenth (15<sup>th</sup>) of each calendar year.
- (D) Have and maintain the minimum required number of members in the city, county, or subdivision defined by the chapter's name, who have paid current national and chapter dues, and from whom, or for whom, such national dues have been received by the national office.
- (E) All revisions and amendments to area chapter constitution and bylaws and provisions shall be sent to the Association office for Board of Directors' approval and filing.

- (F) Elect officers biennially as prescribed in the area chapter bylaws, which will include specifically, the duties of chapter officers.
- (G) Comply with all federal, state, and local area laws, as well as regulations concerning activities of organizations exempt from income tax under Section 501(c)3 of the Internal Revenue Code, including but not limited to refraining from endorsing political parties or candidates for public office.
- (H) Transmit prompt and regular financial and program reports to the national office including the following:
  - (1) An accounting for all dues and funds received by March fifteenth (15th). An accounting for dues collected throughout the fiscal year also is required.
  - (2) A membership list will be submitted to the Financial Secretary. A copy of membership list, along with checks also shall be submitted to the Vice President of Finance and the Treasurer. Lists will include all current chapter members, including life members, with the date and dues amount paid by each member. The lists shall also indicate if life members are financial with the chapter. Checks for dues will be submitted to the financial Secretary.
  - (3) Any other financial reports mandated by the national office to ensure the Association's compliance as a non-profit organization with IRS regulations.
  - (4) To protect the Association's 501(c)3 status, each chapter shall file financial reports with the Association no later than thirty (30) days after the end of each calendar quarter and shall also fulfill all obligations that the Vice President of Finance deems appropriate.
- (I) Ensure that any funds received from contributions, grants, contracts, or any other source relying on the Association's tax-exempt status are made payable to the Association. Funds shall be deposited by the chapter's treasurer or financial officer in an account established in the chapter's name by resolution of its executive board, and where they will be maintained as restricted funds for use of the chapter, less administrative cost not to exceed ten (10) percent.
- (J) Hold at least six membership meetings each year, in addition to chapter executive board and committee meetings. Progress toward this requirement shall be reported to the national office at least quarterly.
- (K) Hold at least one area chapter membership drive each year. Progress toward this requirement shall be reported to the national office at least quarterly.



- (L) Hold at least one Texas Southern University student recruitment activity each year. Progress toward this requirement shall be reported to the national office at least quarterly.
- (M) Hold at least one TSU fundraiser each year. Progress toward this requirement shall be reported to the national office at least quarterly.
- (N) Support the leadership, purposes, and goals of the Association both through consistent policy positions and through an active program of area-initiated activities.
- (O) The Vice President of Membership shall mail each member of every area chapter a membership card upon receipt of the members per annum fees. Fees from the chapter's executive board members are due on or before February fifteenth (15<sup>th</sup>) each year, or a late fee of five (\$5.00) dollars may be assessed for each member.
- (P) An annual maintenance fee of no less than five hundred dollars (\$500.00) shall be paid to TSUNAA by each chapter. Payments are to be made prior to the general body meeting of each year.
- (Q) Maintenance fees will be used to aid TSUNAA with administrative fees and expenses that are incurred through each calendar year. The maintenance fee is due by September fifteenth (15<sup>th</sup>) of each calendar year.

**Section 4.** Each area and institutional chapter shall be responsible for communicating information that is intended for the general membership to each of its members.

**Section 5.** Each area and institutional chapter shall use its best efforts to attain the purpose of the Association and shall not act in any manner prejudicial to the interests of the Association.

**Section 6.** Any area and institutional chapter that fails to file required financial reports with the Association thirty (30) days after the end of each calendar quarter and does not also fulfill all obligations the Vice President of Finance considers necessary, may lose its good standing status, and be removed from the Association. These actions are taken consistent with Article XVII of the Association Constitution. Each area chapter shall select one member in good standing to serve on the Association Board of Directors.

## ARTICLE XIV – OPERATIONS MANUAL

An operation manual shall be developed and updated periodically as determined by the Board of Directors with input from the Executive Officers managing the daily operations of the Association. The manual shall contain procedural and operational matters concerning any aspect involving the business operations of the Association.

## ARTICLE XV - AMENDMENTS

- Section 1.** The Constitution and Bylaws may be amended, by an affirmative vote of two-thirds (2/3) of the general membership present at the Association's annual meeting, national, or special called meetings, provided the general membership receives notification that revising the Constitution and Bylaws is a scheduled agenda item.
- (A) The general membership shall receive twenty (20) calendar days written notice, by United States mail or sent electronically, in advance of the meeting. The notice shall contain the proposed amendments.
  - (B) Constitutional changes such as revising the Constitution and Bylaws to reflect Board of Director decisions in cases of dues and fees may be incorporated and will not require approval of the general membership. Financial changes shall require the approval of a two-thirds (2/3) majority of the board of directors present and voting at a board of director meeting.
  - (C) Administrative changes such as revising the Constitution and Bylaws to correct grammatical errors, format, etc. may be incorporated and will not require approval of the general membership.
  - (D) The general membership shall be notified of all financial administrative changes that are made to the Constitution and Bylaws on or before the forty-fifth (45th) calendar day following the Board of Directors Meeting.
- Section 2.** The Constitution and Bylaws in part or total shall not be suspended during a general body meeting, Executive Board meeting, Board of Directors meeting, or at any other meeting type.
- Section 3.** The Constitution and Bylaws in part or total shall only be changed, modified, or suspended in accordance with Article (VII), Section 13, and Article (XV) of the Constitution.

## ARTICLE XVI – REMOVALS AND SUSPENSIONS

- Section 1.** Any officer who, in the determination of the Board of Directors, fails to perform their duties as outlined in the Constitution and Bylaws of the Association, may be removed, and replaced in accordance with Article VII, Section 18 of the Association Constitution and Bylaws.
- Section 2.** Apart from the above removal of non-performing officers at the discretion of the Board of Directors, whether at the national or chapter level, any member may be removed for cause, including any conduct, which, in the judgment of the Board of Directors, is improper, prejudicial, or detrimental to the Association.
- Section 3.** Removals for cause may occur only after notice and an opportunity for a hearing by an affirmative vote of two-thirds (2/3) of the Board of Directors members, present and voting, herein authorized to conduct such removal. An area officer may also be removed by the chapter executive board, or by the Board of Directors by an affirmative vote of two-thirds (2/3) of the Board members, present and voting, at a regular or special called meeting.
- (A) A letter or email must be sent to the Executive Officer pending removal listing the cause of the Executive Officer's impending removal. The mailed letter must be sent via certified mail through the U.S. Postal Service.
  - (B) From the date the letter has been received by the Executive Officer, a probationary period of thirty (30) days will go into effect. The officer will need to remedy all matters listed in the letter. The President, or independent designee, will monitor the progress of the probation.
  - (C) If no progress has been made, the President will bring the matter to the Board of Directors for a vote to take place for a hearing.
  - (D) If the Board of Directors vote to remove an Executive Officer, then that officer will immediately relinquish their duties and will be removed from all accounts and return all documents and records belonging to the Association. All passwords must be changed.
  - (E) If an Executive Officer is removed, they will retain their membership to the Association but will never be able to hold office for the remainder of their membership.
- Section 4.** Any member in good standing may sign and submit in writing charges of misconduct on the part of an area officer and request a hearing. If the area chapter executive board does not respond to the charges of misconduct, or after all administrative procedures at the chapter level have been exhausted, charges of misconduct at the chapter level may be referred to the Board of Directors. Any decision issued by the area or institutional chapter executive board may be appealed to the Board of Directors, whose decision shall be final.

**Section 5.** In any investigation of, or hearing on, charges of misconduct, held by either the Board of Directors, any area or institutional chapter, the Executive Board's own initiative or in response to the request of an Association member, the Board of Directors shall follow the procedures set forth in Article XVIII of the Constitution.

**Section 6.** Removals and Suspensions shall be employed only as a last resort. The Association shall use letters of reprimand, fines and other methods that are equitable and consistent, as determined by the Association Board of Directors, to assure that the conduct and behavior of all members of the Association is consistent with and not in contravention of the CORE VALUES of the Association. However, this section does not apply to Article IV, Section 5, and Article X, Section 5.

## **ARTICLE XVII - DECERTIFICATION AND RECERTIFICATION OF ALUMNI CHAPTERS**

**Section 1.** The resolution authorizing and recognizing an area or institutional chapter of the Association may be suspended or revoked by the Board of Directors, whenever it shall deem it in the best interest of the Association.

- (A) To suspend or revoke an area or institutional chapter, the Board of Directors must:
  - (1) Convene a full hearing on the charges prior to revocation.
  - (2) Find the area or institutional chapter to be acting in contravention of Association policy or otherwise not in compliance with the requirements of the area or institutional chapter's charter.
- (B) The chapter may be represented by the person, or persons, of its choice, and will be given an opportunity to be heard.
- (C) Withdrawal, revocation, or suspension of a charter shall require two-thirds (2/3) vote of the Board of Directors, present and voting, and shall be effective immediately.

**Section 2.** Suspension or revocation of a chapter's charter shall not invalidate the membership of its members in the Association. Such members shall become general members or members in another area or institutional chapter until such time as the Board of Directors establishes or reactivates an area or institutional chapter in the area.

**Section 3.** The process of suspending or revoking an area or institutional chapter's charter shall be conducted in accordance with the procedures in Section 4 below.

**Section 4.** After the hearing, a notice of the findings and action of the Board of Directors shall be sent by the Corresponding Secretary, via certified mail, to the President of the affected area or institutional chapter. Upon receipt of the notice of suspension or revocation, the area or institutional chapter shall:

- (A) Cease to function and its officers shall forward all records, property, and monies belonging to the area or institutional chapter to the Association.
- (B) Failure to forward the property or monies to the national office of the Association within thirty (30) days of the written notice may result in the institution of legal action against all responsible officers of the chapter.

**Section 5.** Decertification of area and institutional chapters shall be employed only as a last resort. The Association shall use fines and other methods, as determined by the Board of Directors, to assure that the conduct and behavior of all members of the Association is consistent with and not in contravention of the CORE VALUES of the Association.

**Section 6.** The resolution authorizing and recognizing an area or institutional chapter of the Association may be recertified and reactivated by the Board of Directors, whenever it shall deem it in the best interest of the Association.

- (A) To reinstate an area or institutional chapter, the Board of Directors must receive:
  - (1) A written request accompanied by the appropriate form must be completed and properly submitted to the President and the Recording Secretary.
  - (2) Payment of chapter administrative fee of five hundred (\$500.00) dollars.
  - (3) Demonstration of compliance of the corrective action levied based on the cause of the suspension and adhering to the core requirements of being an active chapter (as defined in Article XVI of the Constitution and Bylaws).

## ARTICLE XVIII - PROCEDURAL POLICIES AND RIGHTS IN REMEDIAL ACTIONS

- Section 1.** The following procedures shall be followed by the Executive Board, Association Board of Directors, and executive boards of any area or institutional chapter in conducting actions regarding the removal of officers, a chapter member, or the revocation of chapter charters.
- Section 2.** Remedial actions leading to the removal of officers, members, or the revocation or suspension of chapter charters, when authorized by the Executive Board under Article XVI, Sections 17, Article XIII, Section 5, and Article XVI, of the Association Constitution, may be instituted in response to charges of misconduct, submitted in writing by a regular member, the President, or at the initiative of one or more Board of Directors so authorized.
- Section 3.** If the Board of Directors decides to investigate allegations of misconduct involving an officer or member, the affected individual shall be notified in writing of the charges, the right to a hearing, and the right to representation at the expense of the affected officer or member.
- Section 4.** If the Board of Directors decides to investigate allegations of misconduct involving an area or institutional chapter, the President of the affected chapter shall receive such notification.
- (A) The chapter may select the person, or persons, to represent it in any hearing.
  - (B) At any such hearings, the person representing officer charged with misconduct, or representing the chapter charged with an action in contravention of Association policy, shall have the right to be heard.
- Section 5.** The officer or the chapter, in the case of charter actions, shall have ten (10) days, after the date that appears on the certified notification of the Association's intent to investigate allegations of misconduct per Article XVII, Sections 18, to request a hearing.
- (A) The hearing must be requested in writing and submitted with a written response to the charges.
  - (B) Failure to request a hearing will represent acceptance of the decision of the Board.
- Section 6.** If a hearing is requested, the Board of Directors shall have fifteen (15) days to inform the affected officer, member, or chapter, in the case of charter actions, of the date, time, and place of the hearing, which may be during the next Board of Directors meeting.
- (A) An affected officer or member shall personally appear at the hearing and may be accompanied by a representative.

- (B) A record of the proceeding shall be available to the officer, member, or chapter, in the case of charter actions, upon request and payment of any reasonable cost associated with the preparation of the record.

**Section 7.** The Board of Directors may conduct the hearing, or it may authorize the President to appoint a hearing committee consisting of three (3) Board of Directors members, and four (4) members from the Association Executive Board.

- (A) The committee shall submit its findings to the Board of Directors for action.
- (B) The Board of Directors shall render its decision within sixty (60) days of the hearing and forward a certified copy thereof to the affected officer, member, or chapter, in the case of charter actions.

**Section 8.** Any decision rendered by the area or institutional chapter may be appealed to the Board of Directors. The decision of the Board of Directors shall be final.

***APPROVED and ADOPTED THIS 1st Day of February 2023.***

*Corrie Williams*  
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**President, TSUNAA**

3/21/2023  
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**Date**

*First Edition, 1970*

*Second Edition with Amendments, 1981.*

*Third Edition with changes included, 1985.*

*Fourth Edition with changes and Amendments, 1991 Effective October 11th, 1991*

*Fifth Edition with changes and Amendments, 1999*

*Sixth Edition with changes and Amendments, 2002*

*Seventh Edition with changes and Amendments, Effective April 24<sup>th</sup>, 2004*

*Eight Edition with changes and Amendments, Effective October 13th, 2007 (ARTICLE VII, Section 4.)*

*Ninth Edition with reformat of Eight Edition, Effective July 1, 2014*


*Tenth Edition with reformat of Ninth Edition and incorporation of changes approved in the 2013 and 2014 Association General Body Meetings, Effective October 25th, 2014*

*Eleventh Edition with reformat of Tenth Edition and incorporation of changes approved in the 2016 and 2019 Association Board and General Body Meetings, Effective February 1, 2020*

*Twelfth Edition with reformat of the Eleventh Edition and incorporation of changes approved in the 2020 Association Board and Association General Body Meetings, Effective April 18, 2020*

*Thirteenth Edition with reformat of the Twelfth Edition and incorporation of changes approved in the 2022 Special Called Meeting of the Association General Body Meetings, Effective February 8, 2022*

*Fourteenth Edition with reformat of the Thirteenth Edition and incorporation of changes approved 2022 Association Board of Directors Meeting (10/19/22), Association General Body Meeting, and Special Called General Body Meetings (12/2/22 & 12/14/22), Effective February 14, 2022.*

  
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*Chairman, Constitution and Bylaws Committee*

2/28/2023  
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*Date*