

CONSTITUTION

**HOUSTON CHAPTER of the
CLARK.ATLANTA UNIVERSITY ALUMNI ASSOCIATION**

Originally adopted September 26, 1992
Amended August 22, 1998
Amended October 23, 2004
Amended March 17, 2018

ARTICLE I- NAME

The name of this organization shall be the HOUSTON CHAPTER of the CLARK ATLANTA UNIVERSITY ALUMNI ASSOCIATION, (herein referred to as "HC/CAUAA" or "Chapter"), with jurisdiction over all matters affecting it, and all categories of members.

ARTICLE II- PURPOSE

The purpose of the HC/CAUAA shall be:

- A. To promote the ideals, welfare, traditions, and principles of HC/CAUAA.
- B. To seek continuing support and raise funds for the University.
- C. To develop and implement programs that enhance the image of HC/CAUAA and support the mission of the University.
- D. To encourage alumni to attain success in their specific fields of endeavor.
- E. To recruit and assist in the recruitment of students for the University.
- F. To encourage alumni to assist one another in professional, economic and social development.

ARTICLE III- OFFICERS

Section A. - Officers

The officers of HC/CAUAA shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Chaplain, Historian, and Parliamentarian.

Section B. – Term

All officers shall serve a term of two (2) years. No officer can serve more than three (3) consecutive terms in a given office. All officers shall continue in office until a successor has been duly qualified, elected, and installed.

Section C. – Successors

In the event an officer cannot perform the duties of office, the President shall appoint a member of the HC/CAUAA to serve out the term until the next regularly scheduled/monthly meeting.

In the event an officer is not performing the duties of office, a recommendation for removal may be made by the Officers. An officer may be removed for substantiated due cause by two-thirds vote of the Association membership present at next regularly scheduled/monthly meeting.

ARTICLE IV – MEMBERSHIP

Section A. - Eligibility

Any person who has received a degree from Clark College, Clark University, Atlanta University, or Clark Atlanta University shall be eligible to become a member of HC/CAUAA by paying annual membership dues to the National CAUAA and to the HC/CAUAA. Members in good standing shall have full privileges and voting rights.

Any person who has been enrolled and attended Clark College, Clark University, Atlanta University or Clark Atlanta University at least one semester shall be eligible as a member of HC/CAUAA by paying annual membership dues to the National CAUAA and to the HC/CAUAA. Members in good standing shall have full privileges and voting rights and receive the publications of the CAUAA.

Section B. - Associate Member - Nonvoting Member

Any individual or corporation who manifests interest in and support of the HC/CAUAA and subscribes to the purpose of the same may pay annual associate local dues to HC CAUAA and become an associate member.

ARTICLE V - ELECTIONS

Section A. - Election by Members

The Officers of HC/CAUAA shall be elected by the members in good standing.

Section B. - Nominating Committee

There shall be a nominating committee consisting of a minimum of three (3) members, appointed by the President. The Nominating Committee shall elect a chairperson from among its members. The Nominating Committee shall select and recommend a slate of candidates to the membership who have agreed to serve in the ~~several~~ offices of the organization for the next year. The committee will be appointed during the April meeting of each year and will submit its recommendations at the May meeting.

Section C. – Nominations

The Nominating Committee shall request from the members in good standing nominations for each office according to the nominating process.

Section D. – Consent

No member's name shall be submitted for HC/CAUAA office by the Nominating Committee without the members willingness to serve if elected. Nominee must sign a willingness to serve.

Section E. – Criteria

Candidates for each office must be a member in good standing in HC/CAUAA, and an annual financial contributor to the University.

Section F. - The Election Process

The election of officers will be held during the June meeting or as soon thereafter as is possible.

The actual election will be coordinated and conducted by the chairman of the nominating committee with the assistance of the other members of the nominating committee.

The chairman of the nominating committee will present the slate of candidates selected by the nominating committee, then provide an opportunity for the presentation of nominees from the floor. The election process will be conducted according to the rules specified in Article X - Section B. Candidates who receive a majority of the votes cast by the HC/CAUAA members present will be declared winners.

ARTICLE VI - DUTIES OF OFFICERS

Section A. – President

The President shall be the chief executive officer of the Chapter and official member of all, committees of the Chapter (except the Nominating Committee).

The President shall:

1. Preside at all Chapter meetings.
2. Establish committees for specific purposes.
3. Appoint all committee chairpersons except that of the Nominating Committee.
4. Interpret and enforce the provisions of the local and national Constitutions, national By-laws, and national Board of Directors actions.
5. Sign all proclamations and awards issued by the Chapter.
6. Be an authorized signatory on all accounts maintained by the Chapter.
7. Execute, together with at least two other members of the Chapter, all contracts on behalf of the Chapter.
8. Represent the Chapter at all significant public affairs or designate a representative when he or she is unable to attend.
9. Pass on his/her records to the incoming President at the close of his/her tenure.

Section B. - Vice President

The Vice President shall fulfill the duties of the President in the President's absence. The Vice President shall be an ex-officio member of all committees of the chapter (except the Nominating Committee).

Pass on his/her records to the incoming Vice President at the close of his/her tenure.

Section C. - Recording Secretary

The Recording Secretary shall take all minutes for all meetings of the Chapter. The Recording Secretary shall read and/or report all minutes of official proceedings of the Chapter and shall also possess, and keep in good order all official proceedings of the Chapter.

The Recording Secretary shall turn over all minutes at the end of his/her tenure to the CAUAA President and incoming Recording Secretary.

Section D. - Corresponding Secretary

The Corresponding Secretary shall notify members of all meetings and attend to all correspondence pertaining to activities of the Chapter. The Corresponding Secretary shall keep in good order all Chapter correspondence.

Pass on his/her records to the incoming Corresponding Secretary at the close of his/her tenure.

Section E. – Treasurer

The Treasurer shall be the chief fiscal officer of the Chapter, and a member of the Budget Committee.

The Treasurer shall, upon his or her signature and the signature of either the President or Financial Secretary, disburse all funds for the Chapter and shall keep a record of current balances.

The Treasurer shall be responsible for all moneys of the Chapter and shall be the custodian of all funds of the Chapter.

The Treasurer Shall:

- I. Maintain detailed records of financial accounts of the Chapter, except those of the Financial Secretary.
2. Maintain records of all transactions Involving moneys of the Chapter.
3. Countersign (with another authorized signatory) all checks or instruments evidencing disbursements of Chapter moneys.
4. Deposit all monies of the Chapter in a bank in accordance with provisions of the Constitution.
5. Present a written detailed report at each meeting of the Chapter commensurate with good and efficient business practice.
6. Perform all duties incident to the office and such other duties as from time to time may be assigned by the President.
7. Pass on his/her records to the incoming Treasurer at the close of his/her tenure.

Section F. - Financial Secretary

The Financial Secretary shall:

1. Collect all funds of the Chapter, issue receipts for same, and keep records of funds received.
2. Transfer funds to the Treasurer for deposit in the name of the Chapter.
3. Make a report at all meetings commensurate with good and efficient business practices.
4. Work in conjunction with the Treasurer.
5. Be a member of the Budget Committee.
6. Perform the duties of the office and such other duties as from time to time may be assigned by the President.

Section G. – Historian

The Historian shall:

1. Perform the primary function of publishing all newsworthy achievements in the HC/CAUAA and public press in accordance with CAUAA policy.
2. Compile and collect historical and biographical materials annually for the use of the HC/CAUAA and direct their publication in the manner prescribed by the President.
3. Maintain file copies of all HC/CAUAA publications and maintain a HC/CAUAA history.
4. Pass on his/her records to the incoming Financial Secretary at the close of his/her tenure.

Section H. – Parliamentarian

The Parliamentarian shall:

1. Advise the President on all matters of parliamentary procedure, including the interpretation of this Constitution and shall perform such other duties as are usual to this office.
2. Have the final interpretation on decisions reached by the Chapter in accordance with Robert's Rules of Order.
3. Perform such other duties as are usually incident to this office.
4. Pass on his/her records to the incoming Parliamentarian at the close of his/her tenure.

Section I. – Chaplain

The Chaplain shall-

1. Perform such services as will provide inspirational and divine guidance.

Pass on any records to the incoming Chaplain at the close of his/her tenure.

Section J. – Paws to Claws Ambassadors

1. Be in contact (recommended at least once a month) with current students from the Houston Metropolitan Area via text, email, or phone to check on student's well-being.
2. Report back to the EB at general body meetings any concerns identified by the students.
3. Keep a record of the names, dorms/addresses, Phone numbers, and birthdays of current students.

ARTICLE VII- FINANCES

Section A. – Finances

The HC/CAUAA shall develop a financial program structured to promote and cover any financial obligations which the Chapter directs to maintain an efficient, stable, and economical organization.

Section B. – Assessments

The HC/CAUAA shall assess all members such annual membership fee as shall be determined by the body in session at a regularly scheduled meeting.

Section C. - Fiscal Year

The fiscal year of the HC/CAUAA shall begin on July 1 and end on June 30 of the succeeding year.

ARTICLE VIII- STANDING COMMITTEES

The HC/CAUAA shall have the following permanent committees with the following responsibilities:

The Budget Committee shall be responsible for presenting a yearly budget to be approved by the Chapter.

The Nominating Committee shall be responsible for the nomination and election process.

The Constitution Committee shall be responsible for making revisions of or amendments to the HC/CAUAA Constitution.

The Membership Committee shall be responsible for increasing the membership of the Chapter.

The Program Committee shall be responsible for planning and helping with the implementation of all programs of the Chapter.

The Recruitment Committee shall be responsible for encouraging eligible students to attend the University.

The Fundraising Committee shall be responsible for presenting a plan each fiscal year for raising funds for the Chapter.

ARTICLE IX – MEETINGS

Section A. - Meetings

The HC/CAUAA shall meet monthly, but in the event a monthly meeting is not feasible, HC/CAUAA shall meet at least one time in any given quarter.

Section B. - Special Meetings

Special meetings of the Chapter may be called by the President at any time and must be called upon the written request of at least two-thirds (2/3) of the members in good standing. Notice of a special meeting shall be sent at least thirty (30) days prior to the meeting.

Section C. – Quorum

The quorum for the Chapters meetings shall consist of three (3) financial members one of whom must be an officer of the association.

ARTICLE X- AMENDMENTS AND PROCEDURES

Section A. – Amendments

From time to time, the President shall appoint a special committee which shall recommend necessary revisions to the Constitution. The committee's recommendations shall then be submitted to the Chapter for adoption by a two-thirds (2/3) vote of the membership who are present at any regular meeting of the Chapter provided that the proposed amendment has been circulated to the active members at least sixty (30) days prior to the meeting.

Section B. – Procedures

Robert's Rules of Order (Newly Revised) shall govern meetings of the HC/CAUAA in all cases to which they are applicable and in which they are not

inconsistent with the current Constitution HC/ CAUAA incorporated and any special rules or procedures that HC/CAUAA, Incorporated may adopt