

**By-Laws of the Mobile County Chapter of  
The University of Alabama National Alumni Association**

**Article I. Name**

The name of this organization shall be “Mobile Chapter of The University of Alabama National Alumni Association” (Abbreviated hereafter as the Chapter).

**Article II. Purpose and Goals**

The mission of the Chapter is to support The University of Alabama and its National Alumni Association in its goals. The execution of this support may include, but is not limited to the following actions: cultivating The University of Alabama alumni and friends’ continued interest in the University; connecting alumni with one another in the Mobile, Alabama area for social and business relationship building; providing continuing education and enrichment experiences for alumni and friends; showcasing The University of Alabama faculty, administrators and athletic programs; encouraging alumni to become members of the National Alumni Association; providing scholarships and other support to The University of Alabama students from the Mobile, Alabama area; encouraging prospective students to attend the University; and improving the Mobile, Alabama community.

**Article III. Members**

Section 1. Eligibility. Membership is open to alumni, friends, and parents of students of The University of Alabama who live in the Mobile, Alabama area.

Section 2. Membership Dues. Membership dues shall be paid by every member of the Chapter. The fee for membership dues shall be set by a majority vote of the Executive Committee. Any member failing to pay his or her dues within fifteen days of the annual renewal date shall be considered in bad standing with the chapter.

Section 3: Removal. A member may be expelled from the Chapter by a four-fifths (4/5) vote of the Executive Committee for any of the following reasons:

1. Conduct determined to be detrimental to the best interests of the Chapter.
2. Failure to pay membership dues in full after having been in bad standing for more than thirty days.

Section 4: Resignation. A member may resign at any time by written notice to the Executive Committee. Any such resignation shall take effect upon receipt of notice or at any later time specified therein.

## **Article IV. Meetings**

Section 1. Annual General Membership Meeting. The annual general membership meeting of the Chapter shall be held annually during the first quarter of the calendar year and may be called by the president or three-fifths of the Executive Committee.

Section 2. Special General Membership Meetings. Special general membership meetings of the Chapter may be called by the president or three-fifths of the Executive Committee.

Section 3. Executive Committee Meetings. At least one Executive Committee meeting shall be held each quarter of the year and may be called by the president or three-fifths of the Executive Committee.

Section 4. Board of Directors Meetings. At least one Board of Directors meeting shall be held each half of the year and may be called by the president or three-fifths of the Executive Committee.

Section 5. Notice of Meetings. Written notice stating the date and hour of each annual general membership meeting and special general membership meeting shall be reasonably communicated to each Chapter member not less than one week before each meeting. Written notice stating the date and hour of each Executive Committee meeting and Board of Directors meeting shall be reasonably communicated to each member of the group being convened not less than five days before each meeting, unless the membership of the group being convened unanimously consents to meet under shorter notice for a specific meeting.

Section 6. Parliamentary Procedure. Business of the Chapter shall be conducted in accordance with the most recent version of Robert's Rules of Order.

## **Article V. Executive Committee**

Section 1. Chapter Business. The Executive Committee shall manage the business affairs of the Chapter and meet at least once quarterly.

Section 2. Quorum. At least 3/5 of the Executive Committee must be present before business may be conducted.

Section 3. Officers. The Executive Committee shall always be comprised of the following four offices:

A. President. The president shall:

1. Serve as the chairperson of the Executive Committee and Board of Directors, and preside over all general membership meetings.
2. Manage Chapter activities, development, and continuity through Chapter leadership.
3. With the exception of the Executive Committee, appoint Chapter committees

and chairpersons.

4. Manage Chapter officers.

5. Oversee the Chapter's financial wellbeing and reporting.

6. Ensure compliance with the rules of The University of Alabama National Alumni Association and applicable federal, state, and local laws and regulations.

7. Serve as the Chapter's liaison to The University of Alabama National Alumni Association.

8. Present an annual Chapter strategic plan to the Board of Directors within the first sixty days of being elected.

9. Make the annual Chapter strategic plan available upon demand of good standing members of the Chapter.

10. Facilitate fair elections of Chapter officers.

11. Instruct the incoming president on matters pertaining to the office of president before leaving office.

B. Vice President. The vice president shall:

1. Serve as the vice chairperson of the Executive Committee and Board of Directors, and preside over general membership meetings in the absence of the president.

2. With the exception of the Executive Committee, supervise activities of committees and serve as the primary liaison between committees and the Executive Committee.

3. Assist the president in the management of Chapter activities, development, and continuity through Chapter leadership.

4. Serve as the Chapter's liaison to The University of Alabama National Alumni Association in the absence of the president.

5. Instruct the incoming vice president on matters pertaining to the office of vice president before leaving office.

C. Secretary. The secretary shall:

1. Maintain an accurate set of by-laws protected from unauthorized modifications and that will serve as the Chapter's official edition.

2. Assist the president in preparation of required reports.

3. Appropriately maintain and secure a comprehensive set of Chapter records including but not limited to an event calendar, the Chapter's communications to members, and Chapter roster.

4. Appropriately record, distribute, and preserve minutes of all Executive Committee and Board of Directors meetings.

5. Send necessary correspondences to the National Alumni Association office, including an accurate chapter roster.

6. Assist the President in overseeing all of the Chapter's official communications and marketing.

7. Instruct the incoming secretary on matters pertaining to the office of secretary before leaving office.

D. Treasurer: The treasurer shall:

1. Maintain and appropriately secure accurate accounting and financial records.
2. Prepare and send membership notices as needed.
3. Host membership registration opportunities at chapter events.
4. Report the Chapter's financial standing to the Board of Directors at least once a quarter, at the annual general membership meeting, and upon demand of the Executive Committee or The University of Alabama National Alumni Association.
5. Establish and maintain standard operating procedures for managing Chapter funds. Said standard operating procedures must include two party signature checks with non-related parties and Executive Committee approval for all contracts, engagements, or expenses totaling over three hundred dollars (\$300) or that are deemed of significant importance by the Executive Committee.
6. Within seven business days of its publication, provide all members of the Executive Committee with unmodified copies of all monthly statements for accounts in which Chapter funds are maintained or invested.
7. Instruct the incoming treasurer on matters pertaining to the office of treasurer before leaving office.

Section 4. Officers. The fifth member of the Executive Committee shall be the immediate past president or in the event that the office of immediate past president is vacant, the member at large:

A. Immediate Past President: The office of immediate past president shall only be filled by the individual who last held the office of president and ended his or her term as president in good standing. The immediate past president's term shall be limited to the one year immediately following his or her term as president. The immediate past president shall:

1. Advise the Executive Committee in the management of Chapter activities, development, and continuity through Chapter leadership.
2. Perform other roles that are assigned from the Executive Committee and the he or she accepts.
3. Instruct the incoming past president on matters pertaining to the office of past president before leaving office.

B. Member at Large: The office of member at large shall only be filled when the office of immediate past president is vacant. The member at large shall:

1. Advise the Executive Committee in the management of Chapter activities, development, and continuity through Chapter leadership.
2. Perform other roles that are assigned from the Executive Committee and the he or she accepts.
3. Instruct the incoming member at large on matters pertaining to the office of member of large before leaving office.

Section 5. Terms.

A. The terms of office for members of the Executive Committee shall be twelve months, beginning on the 1<sup>st</sup> of April each year. Section 5A of this Article shall be in effect

beginning April 1, 2020, following a twenty-four month term of the founding Executive Council.

B. All members of the Executive Committee shall be limited to three consecutive terms in an individual office, with the exception of immediate past president, which shall be limited to the one year immediately following his or her term as president.

Section 6. Eligibility. All members of the Chapter in good standing are eligible to serve in an Executive Committee office. All officers of the Chapter must either be an active member or become an active member of the National Alumni Association within 21 days after election or their offices shall be vacated.

Section 7: Nominations. The Executive Committee shall serve as the nominating committee and create a slate of officers to present to the Chapter during elections at the annual general membership meeting. Before the Executive Council creates a slate, they shall invite nominations from the general membership. Chapter members in good standing may also self-nominate or be nominated by other members from the floor during the annual officer election.

Section 8: Elections.

A. Chapter members in good standing may cast one vote for each elected office.

B. All contested Chapter elections shall be conducted by secret ballot.

C. Candidates shall be entitled to witness the process of vote counting for their race.

D. Write-in votes shall not be permitted in elections.

E. Members must be present to cast a vote.

F. Candidates shall be elected by a plurality of votes cast.

G. In the event that no one candidate garners greater than fifty percent of a vote, the top two vote garnering candidates will immediately advance to a run-off election to be conducted during the same business meeting.

H. In the event of a tie in a race between two candidates, the current (outgoing) Executive Committee shall immediately convene in executive session to break the tie by a vote of greater than fifty percent in favor of one of the candidates. The Executive Committee's decision will immediately be made available, before moving to the next order of business.

I. Elections will take place in the following order:

1. President

2. Vice President

3. Treasurer

4. Secretary

5. (If applicable) Member at Large

J. Any candidate who did not win his or her desired office is eligible to become nominated and run for the offices that have yet to be voted on.

K. In contested races each candidate will be allowed a maximum of five minutes to deliver a speech immediately before the election of the office that he or she seeks. The order of speeches for each office shall be conducted by alphabetical order of last name.

Section 9: Removal. An elected officer may be removed from office by a four-fifths (4/5) vote of members of the Executive Committee for any of the following reasons:

1. Conduct determined to be detrimental to the best interests of the Chapter.
2. Failing to perform his or her duties properly or in good faith.
3. Three (3) consecutive absences from regular meetings of the Executive Committee, Board of Directors, and/or general membership.

Section 10: Resignation. An officer may resign at any time by written notice to the Executive Committee. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein.

Section 11: Vacancies. In the event an officer cannot complete a term in office, the Executive Committee shall fill the vacancy within thirty (30) calendar days.

Section 12: Committees. All committees and committee members shall be appointed by the president and serve at the pleasure of the Executive Committee. The president shall appoint and the Executive Committee shall confirm all committee chairpersons.

## **Article VI. Board of Directors**

Section 1. Chapter Business. The Board of Directors, subordinate to Executive Committee in matters of Chapter business affairs, shall meet at least once quarterly. All business of the Board of Directors is subject to the approval of the Executive Committee. The Board of Directors shall not commit the Chapter to any agreements, engagements, or financial obligations.

Section 2. Quorum. At least three-fifths (3/5) of the Board of Directors must be present before business may be conducted.

Section 3. Officers. The Board of Directors shall always be comprised of the members of the Executive Committee and the permanent members listed below. Members of the Board of Directors shall serve at the pleasure of the Executive Committee.

A. Student Recruitment Committee Chairperson. The student recruitment committee chairperson shall:

1. Serve as the chairperson of the student recruitment committee.
2. Serve as the liaison to The University of Alabama admissions office.
3. Assist The University of Alabama admissions office in organizing student recruitment activities and events in the Mobile, Alabama area.
4. Coordinate volunteers for prospective student receptions in the Mobile, Alabama area in conjunction with The University of Alabama admissions office.
5. Work with the vice president to incorporate student-oriented chapter events into the yearly chapter plan.
6. Instruct the incoming student recruitment committee chairperson on matters pertaining to the office of student recruitment committee before leaving office.

B. Events Planning Committee Chairperson. The events planning committee chairperson

shall:

1. Serve as the chairperson of the events planning committee.
2. Work with the vice president to include a diverse portfolio of chapter events into the yearly chapter plan.
3. Instruct the incoming events planning committee chairperson on matters pertaining to the office of events planning committee before leaving office.

C. Community Impact Committee Chairperson. The community impact committee chairperson shall:

1. Serve as the chairperson of the community impact committee.
2. Assist the Executive Committee in the selection of chapter scholarship recipients by serving as the chairperson of the Scholarship Committee. The Scholarship Committee shall consist of the Community Impact Chairperson and full membership of the Executive Committee.
3. Develop support for and growth of chapter scholarship endowments through fundraising and chapter activities.
4. Work with the vice president to include a diverse portfolio of community impact opportunities into the yearly chapter plan.
5. Instruct the incoming community impact committee chairperson on matters pertaining to the office of community impact committee before leaving office.

D. Fundraising Committee Chairperson. The fundraising committee chairperson shall:

1. Serve as the chairperson of the fundraising committee.
2. Work with the vice president to include a diverse portfolio of scholarship fundraising events into the yearly chapter plan.
3. Instruct the incoming fundraising committee chairperson on matters pertaining to the office of fundraising committee before leaving office.

E. Young Graduate Committee Chairperson. The fundraising committee chairperson shall:

1. Serve as the chairperson of the young graduate committee.
2. Work with the vice president to include a diverse portfolio of events that are appealing to young graduates into the yearly chapter plan.
3. Instruct the incoming young graduate committee chairperson on matters pertaining to the office of young graduate committee before leaving office.

Section 4. Additional Officers. The Executive Council may appoint other members to the Board of Directors, in addition to those described in Article VI, Section 3 and in concurrence with the current term of the Board of Directors.

Section 5. Terms. The terms of office for members of the Board of Directors shall run in conjunction with the Executive Committee.

Section 6. Eligibility. All members of the Chapter in good standing are eligible to serve in a Board of Directors office. All officers of the Chapter must either be active members or become active members of the National Alumni Association within 21 days after election or their offices

shall be vacated.

Section 7: Removal. An officer may be removed from office by a three-fifths (3/5) vote of members of the Executive Committee for any of the following reasons:

1. Conduct determined to be detrimental to the best interests of the Chapter.
2. Failing to perform his or her duties properly or in good faith.
3. Three (3) consecutive absences from regular meetings of the Board of Directors or of the general membership.

Section 8: Resignation. An officer may resign at any time by written notice to the Executive Committee. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein.

Section 9: Vacancies. In the event a member of the Board of Directors cannot complete a term in office, the Executive Committee shall fill the vacancy as needed.

#### **Article VII. Amendments**

Section 1: Notice. Written notice of a proposed Bylaw change shall be reasonably communicated to each Chapter member not less than one week before the meeting in which it shall be considered.

Section 2: Meeting. These Bylaws may be amended at any annual or special meeting of the general membership.

Section 3: Ratification. Bylaw changes require a two-thirds (2/3) majority vote.

## **Article VIII. Ratification**

Section 1: Testament. The members of the Mobile Chapter of The University of Alabama National Alumni Association Executive Committee, convened on the fifth day in September in the year Two-Thousand and Eighteen and under the administration of Margaret McCrummen Fowler as President, do hereby attest that these Bylaws represent the unanimous spirit of the Executive Committee's efforts in creating accountable, functional, and transparent organization by subscribing our names to these Bylaws;

Margaret McCrummen Fowler  
President

Thomas Matthew Loper  
Vice President

James Cleveland Fowler  
Secretary

Jeptha Deer Hill  
Treasurer