

# SAMPLE CHAPTER CONSTITUTION & BYLAWS

## CONSTITUTION OF THE \_\_\_\_\_ CHAPTER WEST VIRGINIA UNIVERSITY ALUMNI ASSOCIATION

### ARTICLE I

#### SECTION 1. NAME

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The name of this organization shall be the \_\_\_\_\_, West Virginia University Alumni Association.

### ARTICLE II

#### SECTION 1. PURPOSE

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The purpose of this Chapter shall be to promote, by organized effort, the interests and welfare of West Virginia University; to encourage closer fellowship among alumni, former students, and friends of the University in this area; to cooperate as West Virginia Alumni, in supporting and developing the civic activities of this community; to establish and maintain close contact and better understanding between the University and its graduates and former students in this locality. This Chapter is formed as a non-profit, social organization.

### ARTICLE III

#### SECTION 1. MEMBERSHIP

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Any graduates, former students, former residents of West Virginia, or individuals who show interest in the University may become active members of this Chapter.

### SECTION 2. DUES

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An assessment of \$\_\_\_\_\_ per family of \$\_\_\_\_\_ per individual will be charged to all members of this Chapter per year commencing \_\_\_\_\_ through \_\_\_\_\_. This assessment will be used to defray operating and program expenses of the Chapter.

### ARTICLE IV

#### SECTION 1. OFFICERS

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The officers of this Chapter shall consist of (a President, a Vice President, a Secretary, and a Treasurer).

#### SECTION 2. BOARD OF DIRECTORS

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The Board of Directors shall consist of the officers of the Chapter, and \_\_\_\_\_. For the first year of operation, additional members of the Board of Directors shall include the organizing members of the Chapter.

#### SECTION 3. TERM OF OFFICE

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The term of office for the officers of the Chapter shall be \_\_\_\_\_, and all officers shall serve until new officers are elected. Officers of the Chapter for re-election \_\_\_\_\_ succeed themselves.

#### SECTION 4. ELECTIONS

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The election of officers shall be held at an annual meeting called for this purpose. The meeting may be held in conjunction with another activity, but the intention to hold elections must be clearly spelled out to all members.

**ARTICLE V**

**SECTION 1. DUTIES OF OFFICERS**

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- a. **President** – The President shall preside at all the meetings of the Chapter, and act as an ex-officio member of all committees. The President, through the Secretary, shall be responsible for the calling of all regular and special meetings of the Chapter. The President shall be responsible for the appointment of all Committee Chairmen (activities, media coverage and publicity, phone solicitation, registration, bus tour coordinator, etc.).
- b. **Vice President** – In the absence or disability of the President, or at his request, the Vice President shall perform the duties of the President. If the office of the President becomes vacant, he shall become President until the next annual election.
- c. **Secretary** – All official minutes of the business meeting(s) of the Chapter must be kept by the Secretary. The Secretary shall give public notice of meetings of the Chapter, including a notice to the West Virginia University Alumni Association. The Secretary shall keep complete records of all potential and active members of the Chapter in the locality. The Secretary shall secure this list from the West Virginia University Alumni Association and cooperate in every possible way with the Association to insure its completeness and accuracy. The Secretary shall use the alumni list only for Chapter and West Virginia University Alumni Association activities and elections , and shall never, under any circumstances, release the list for outside commercial or potential commercial activities. An active Chapter roster will also be maintained and a copy furnished to Alumni headquarters as soon as such a base roster is devised. Chapters will provide updated material to main listings on a current basis.
- d. **Treasurer** – This officer shall be responsible for all receipts and expenditures of the Chapter and shall cooperate and assist the Secretary with the records. The Treasurer shall be responsible for the collection of any dues. The Treasurer shall be responsible for making an annual financial report at the annual meeting of the Chapter.
- e. **Board of Directors** – This group shall be the governing Board of the Chapter. Meetings of the Board of Directors shall be called at the discretion of the President, and the Secretary shall be responsible for reporting such meetings at subsequent Chapter meetings. The President of the Chapter shall be chairman of the Board of Directors. The Board of Directors shall include \_\_\_\_\_.

**ARTICLE VI**

**SECTION 1. NUMBER OF MEETINGS**

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At least \_\_\_\_\_ Chapter meetings a year shall be held. At least one shall be designated as a business meeting.

**SECTION 2. OTHER MEETINGS**

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Additional meetings, activities, and social functions shall be held at the discretion of the President and/or Board of Directors. The number of meetings should be sufficient to carry out the purpose of the Chapter as outlined in Article II and to maintain the interest and the enthusiasm of the members.

**SECTION 3 NOTICE OF MEETINGS**

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Public notice shall be given of all meetings. Extensive media (radio, television, newspaper) coverage will be utilized whenever possible.

**ARTICLE VII**

**SECTION 1. AMENDMENT**

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This Constitution may be amended by a majority vote of Chapter members present at any duly called business meeting of the Chapter.

**SECTION 2. ADOPTION**

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This Constitution was officially adopted and approved by a majority vote of the members in attendance at the first regular meeting of the Chapter held \_\_\_\_\_ in \_\_\_\_\_.  
(date) (location)

The Chapter organizing members are:

The Officers selected by the Chapter for the first term are:

President:

Vice President:

Secretary:

Treasurer: