

**CONSTITUTION AND BY-LAWS  
ALUMNI ASSOCIATION OF LINCOLN UNIVERSITY  
PENNSYLVANIA, INC.**

**ARTICLE I – NAME**

The name of the organization shall be Alumni Association of Lincoln University, Pennsylvania, Inc.

**ARTICLE II – PURPOSES**

The purposes of this Association shall be:

- (a) To cultivate and foster a close fellowship among the graduates and former students of all departments of the University.
- (b) To support and advance the cause of higher education in general and at Lincoln University in particular.
- (c) To afford an accredited medium for the expression of sentiments of the alumni as a unit.
- (d) To promote the best interests of the University
- (e) To encourage bountiful financial support for the University.

**ARTICLE III – MEMBERSHIP**

Membership shall consist of Life, Regular, Honorary, and Associate.

**ARTICLE IV – OFFICERS**

The elected officers shall consist of a President, Vice President, Treasurer and four regional directors. (North, South, Central, and West)

The appointed officers shall consist of: A Chaplain, Historian, Financial Secretary, Parliamentarian and an Executive Secretary.

**ARTICLE V – MEETINGS**

The annual meeting of the Association shall be held on the eve of commencement. Regular meetings are held on periodic basis as determined by the Council.

**ARTICLE VI – COUNCIL**

The Council shall consist of the officers of the Association, alumni trustees, committee chairpersons, and chapter representatives.

**ARTICLE VII – COMMITTEES**

The Standing Committees shall consist of: The Executive, Nominating, Finance, Policy & Procedures, Publicity, Programs and the Sunshine Committee.

All other committees are ad hoc and created at the discretion of the President and the Council.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The Parliamentary Authority shall be *Robert's Rules of Order Newly Revised*

## **ARTICLE IX – AMENDMENT OF CONSTITUTION**

The constitution may be amended at any regular meeting of the Association by two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

## **CHAPTER I – MEMBERSHIP**

### Section 1 – Classification

It shall consist of Life, Regular, Honorary, and Associate Members.

### Section 2 – Qualifications

- A. Life: All graduates of Lincoln University who have made the required financial contribution to the Alumni Association of Lincoln University, Pennsylvania Inc., or who are holders of certificates of equivalents from programs or who have completed at least one year of study at Lincoln University, Pennsylvania.
- B. Regular: All graduates of Lincoln University who have made the required yearly financial contribution to the Alumni Association of Lincoln University Pennsylvania, Inc., or who are holders of certificates or equivalents from programs or who have completed at least one year of study at Lincoln University, Pennsylvania.
- C. Honorary: The recipient of an honorary degree. The President of the University and all members of the faculty (non-graduates) holding rank of Professor. Honorary members shall not hold office or have voting privileges.
- D. Associate: All members of the faculty (non-graduates). Holders of certificates or equivalents from programs as sanctioned by the Council, or who have completed at least one year's work. Associate members shall not hold office or have voting privileges.

## **CHAPTER II – MEETINGS**

### Section 1 – Annual Meeting

There shall be an Annual Meeting of this Association on the eve of Commencement at Lincoln University. Notice of such meeting shall be mailed to all members at least thirty (30) days in advance of such meeting. thirty (30) or more members shall constitute a quorum for the transaction of business.

## Section 2 – Regular Meetings

There shall be at least three regular meetings during the fiscal year.  
All eligible membership can attend the meetings.

## CHAPTER III – OFFICERS

### Section 1 – Number and Title

There shall be twelve (12) officers. The elective officers of the Association shall be a President, Vice President, Treasurer, and Four Regional Directors (East, South, Central and West).  
A Chaplain, Historian, Parliamentarian and a Financial Secretary shall be appointed by the President. An Executive Secretary appointed by the Executive committee and sanctioned by the Council.

### Section 2 – Eligibility

Officers of this Association shall be: (a) financial with the Alumni Association by the October council meeting prior to the next election; (b) Financial with their local chapter (if established) one year prior to election; (c) if seeking reelection or to remain in office, must be financial with the Association and the local chapter during their term, by date of election, which is the first weekend in May. Life members are exempt from alumni Association dues, but must be financial with their local chapter (if established) on a yearly basis.

### Section 3 – Nominations

The Nominating Committee shall present to the Council, during the October meeting a slate of candidates for officers listed in Chapter III, Section 1. There must be at least two candidates for each office. Nominations from the floor are permitted at the Fall meeting provided by petition, signed by at least seventy-five (75) financial members.

### Section 4 – Tenure of Office

The term of office shall be three years for all elective and appointed officers of the Association. The term of office for alumni Trustee shall be four years. No more than two trustees shall be elected each year. No officer or alumni trustee shall serve more than two (2) consecutive terms in the same office. The Executive Secretary is appointed on a yearly basis

### Section 5 – Installation Service

The newly elected officers shall assume their respective offices at the conclusion of the Annual Meeting at which they were elected. Installation will be held at the Alumni Banquet.

## CHAPTER IV – DUTIES OF OFFICERS

### Section 1 – President

The duties of the President are:

- (a) To preside at all meetings and functions of the Association and to service as the Chairperson of the Executive Committee.
- (b) To appoint Chairpersons and members of all committees not directly elected by the Association, except the Nominating Committee.
- (c) To exercise general executive authority on behalf of the Association, and such authority is subject to the approval of the Association.
- (d) To assure that the purposes of the association are being carried out.
- (e) To countersign all requisitions for disbursements from the Association's treasury.
- (f) To countersign all Association checks
- (g) To perform such further functions and duties as may be
- (h) Deemed appropriate by the Association or the Executive Committee
- (i) To serve ex-officio member of all committees except the Nominating Committee.
- (j) To fill vacancies in Association offices by appointing Association members in good standing to serve as interim officers. Such persons must be approved by the Executive Committee and shall service until the next Association election.
- (k) To present an official report on the state of the Association at the Annual meeting of the Association, including the actions taken to meet the objectives of the association since the last official report.

### Section 2 – Vice President

In the absence of the President, the Vice President shall serve in place of the President. The Vice President will work with the Director of Alumni Relations and the Regional Directors to develop alumni chapters and other duties assigned by the Executive Committee and/or Council. Shall submit a report to the Executive, Council, and Annual meetings of the Association.

### Section 3 – Regional Directors

The duties of the Regional Directors are:

- (a) Be responsible for the development and continued activity of chapters in their areas.
- (b) Work closely with the Director of Alumni Relations
- (c) Perform other duties as deemed by the President.
- (d) Shall submit a report to the Executive, Council, and Annual meetings of the Association.

### Section 4 – Executive Secretary

The duties of the Executive Secretary shall be:

- (a) Keep an accurate record and minutes of all meetings held by the Association, and

will be responsible for distributing the previous Association meeting minutes at the next meeting.

- (b) Shall receive and send correspondence for the Association, maintain an up-to-date and appropriate file of all such correspondence and notify the membership of meetings of the Association.
- (c) Shall have charge of the central office of the association and management of the office under the direction of the Council,
- (d) Shall oversee the election process
- (e) Shall serve as the secretary for the Council, Annual Meeting, and the Executive Committee
- (f) Shall keep an accurate membership directory
- (g) Shall keep a necrology list of members and present a report to the annual meeting.
- (h) Shall submit a report at the Executive, Council, and the Annual meetings of the Association of the activities of the office and the Association for the current year. The Executive Secretary shall be employed by the Executive Committee and certified by the Council on a yearly contract. The contract is reviewed annually by Executive Committee. The Executive Secretary shall be an alumnus/na of Lincoln University and shall be a non-voting employee and serves under the direction of the Council. The Executive Secretary shall be renumerated for his/her services, authorized travel and pre-approved expenditures to the Association with the submission of proper invoices and receipts in accordance with the rules and regulations of the IRS.

#### Section 5 – Treasurer

The duties of the treasurer shall be:

- (a) Received and deposit all monies of the Association promptly in an account or accounts in a responsible institution approved by the Association. No money shall be withdrawn from any such account except by checks signed by the Treasurer and countersigned by the President.
- (b) Submit reports to the Association at all regular meetings or whenever required by either the body, covering the financial condition of the Association.
- (c) Prepare and submit a full annual financial report to the Auditing Committee long enough in advance for an audit to be completed before report is made at the annual meeting
- (d) Reimburse payees with proper itemized receipts for pre-approved activities.
- (e) The Treasurer shall be bonded at the expense of the Association
- (f) Provide remuneration to employee/employees of the Association in accordance with all applicable rules and regulations of the Internal Revenue Service.

#### Section 6 – Financial Secretary

The duties of the Financial Secretary shall be:

- (a) Keep an accurate record of all funds received and disbursed by the Association.
- (b) Shall work closely with the Treasurer and other secretaries to carry forth the functions of this office.
- (c) In the absence of the President, the Financial Secretary shall Countersign checks for disbursements from the Association's treasury.

#### Section 7 – Chaplain

The Chaplain shall recite or lead invocations and benedictions at the opening and closing of meetings other events.

#### Section 8 – Parliamentarian

The Parliamentarian shall advise the President and other officers, members, and committees on matters of parliamentary procedures.

#### Section 9 – Historian

The Historian shall prepare a narrative account of the Association's Activities during his/her term in office, which, when approved by the Association, shall become a permanent part of the Association's official history.

#### Section 10 – The Council

The duty of the Council is to service as the governing body of the Alumni Association and to administer the policies of the Association. The Council shall consist of the officers of the association alumni trustees, committee chairpersons, and chapter representatives of active chapters.

### CHAPTER V – COMMITTEES

#### Section 1 – Standing Committees

The Standing Committees of the Association shall consist of the Executive, Nominating, Finance, Auditing, Publicity, Program, Policy and Procedures, and Sunshine Committees.

#### Section 2 – Executive Committee

The Executive Committee shall be composed of the elected officers of the Association and shall have the general control of the affairs and programs of the Association subject to the authority of the Council, Association and the provisions of the by-laws.

The Executive Committee shall:

- (a) Approve the creation of special committees as needs arise

- (b) Approve interim Association officers appointed by the Association President to fill all vacancies in Association offices.
- (c) Decides matters of Association policy subject to endorsements by the Council.
- (d) The quorum of the executive Committee shall be one-third of the Committee's total membership.

### Section 3 – Nominating Committee:

The Nominating Committee shall be composed of five members who shall be elected at the annual meeting of the association. The member receiving the highest number of votes shall be the chairperson of the committee. If this situation does not occur, the members of the committee shall elect its own chairperson. The Nominating Committee shall be automatically discharged when its report is formally presented to the assembly, although if one of the nominees withdraws before the election, the committee shall be revived and must meet immediately to agree upon another nomination. Members of the Nominating Committee shall not be barred from becoming nominees for office themselves.

### Section 4 – Finance Committee

The Finance Committee shall be composed of the treasurer and four Other members appointed by the President before the annual meeting. The Finance Committee shall prepare a budget for the program year Beginning the first day of July and to submit it to the Council at its regular meeting in May. The Finance Committee shall from time to time submit supplements to the budget.

### Section 5 – Auditing Committee

The Auditing Committee shall be composed of three members appointed by the President at the Annual Meeting who shall be responsible for auditing the Treasurers' accounts at the close of the program year and present a report to the Council at the Fall meeting.

### Section 6 – Publicity Committee

The Publicity Committee shall be composed of three Council members Chosen by the President. The function of the Publicity Committee is to Positively publicize the association's members and events to all available media.

### Section 7 – Program Committee

The Program Committee shall be composed of five members appointed by the President promptly after the annual meeting. The Program Committee shall be responsible for planning the annual program of the Association, including how it can accomplish the objective spelled out

in the Constitution. The committee's report shall be submitted to the Association for its approval at its regular meeting in October.

#### Section 8 – Policy and Procedures Committee

The Policy and Procedures Committee shall be composed of five members, chosen by the President. The function of the Policy and Procedures Committee will be to recommend to the Council such rules and regulations deemed necessary and appropriate by its members.

#### Section 9 – Sunshine Committee

The sunshine Committee shall consist of three members of the Association. The purpose of the Sunshine committee is to provide for the health and welfare of the membership as needed.

### **CHAPTER VI – PARLIAMENTARY AUTHORITY**

The rules in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Association may adopt.

### **CHAPER VII – AMENDMENT OF CONSTITUTION**

This constitution may be amended at any regular meeting of the Association by two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

Revised – October, 2000

Revised – November, 2000

Revised – January, 2001

**Adopted**