

Appendix VI: Academic Constituent Organization Bylaws

ARTICLE I. NAME

This *academic constituent organization* of Virginia Commonwealth University Alumni (“VCU Alumni”) shall be named _____ (“VCUACO”)

ARTICLE II. MISSION

VCUACO will advance the University by working within the VCU Alumni alliance of alumni constituent organizations to build active support, commitment, involvement and recognition of alumni, students, faculty, business and community partners, specifically in the academic area of _____.

ARTICLE III. MEMBERSHIP

Section 1. All graduates, former students, and friends of Virginia Commonwealth University, are eligible to be members of *VCUACO*.

Section 2. Active membership may be conferred on graduates and former students of Virginia Commonwealth University

Section 3. Associate membership may be conferred on non-alumni (parents and friends) of Virginia Commonwealth University, who do not qualify for active membership. Associate members are not eligible to hold office.

ARTICLE IV. GOVERNING BOARD

Section 1. The authority and responsibility for governing the affairs of *VCUACO* shall be vested in its “Alumni Leadership”.

Section 2. The Alumni Leadership shall consist of The Officers of a president, a treasurer, and a secretary. *VCUACO* is authorized to establish additional alumni leadership positions as needed to support its mission.

Section 3. Alumni Leadership must maintain their active, dues-paying membership status in *VCU Alumni*.

ARTICLE V. ALUMNI LEADERSHIP DUTIES

Section 1. The responsibilities of the officers shall be:

A. The PRESIDENT shall preside at all meetings; shall have general supervision of the affairs of *VCUACO*, under the direction of the Alumni Leadership; shall establish and appoint the special committees and ad-hoc committees as needed to execute business; shall make reports to the VCU Alumni Leadership and members of *VCUACO*; and perform all other duties incident to the office or those which are properly required by the Alumni Leadership. The President shall serve as the sole official spokesperson for *VCUACO* and its Alumni Leadership

B. The SECRETARY shall direct the issuance of notices as to the date, time, and place for all meetings of *VCUACO*, and shall prepare for review and approval the minutes thereof.

C. The treasurer, in cooperation with the VCU Alumni Board of Governors Treasurer and VCU Alumni staff, shall oversee the books and all funds and securities of *VCUACO* and deposits of the same in the name of VCU Alumni in such bank(s) as the VCU Alumni Board of Governors may direct. The books and accounts shall be open to all Alumni Leadership and all VCU Alumni Board of Governors for

inspection. The treasurer shall perform all other duties incident to this office or those which are properly required by the Alumni Leadership or by the action of *VCU Alumni*.

ARTICLE VI. VCUACO UNDER THE UMBRELLA OF VCU ALUMNI

Section 1. VCUACO exists to promote VCU and foster positive relationships between alumni and the University. VCUACO provides a mechanism for involving alumni and friends of the university in the life of the university through volunteer activities in support of students and the university community, communications, networking activities, and most importantly, membership in the promotion of *VCU Alumni*'s mission. *VCUACO* is separate from the university and is recognized under the umbrella of *VCU Alumni*. All publicity and correspondence should be clearly discernible as being from VCUACO of *VCU Alumni* and not from the university.

VCUACO is subject to the same guidelines, regulations and tax laws that apply to *VCU Alumni*.

Section 2. The *VCU Alumni* Board of Governors shall have the authority, responsibility, and accountability to organize, charter, monitor, support and regulate *VCUACO* in accordance with university and *VCU Alumni* policies.

Section 3. The formation and recognition of *VCUACO* shall be authorized by the *VCU Alumni* Board of Governors.

Section 4. *VCUACO* must comply with *VCU Alumni*'s Charter, guidelines, procedures and must be consistent with university and *VCU Alumni* policies.

Section 5. VCUACO is prohibited from charging their own dues.

Section 6. VCUACO cannot be formed for commercial or political purposes, and VCUACO mailing lists cannot be used for any purpose other than for official business furthering the university and *VCU Alumni*'s mission.

ARTICLE VII. FINANCES

Section 1. The fiscal year of VCUACO and *VCU Alumni* shall commence on July 1 of each calendar year.

Section 2. These Bylaws are in all respects subordinate to, and shall be controlled by, applicable provisions of the corporate laws (profit or non-profit) of the State, other applicable laws, and the Articles of Incorporation of the *VCU Alumni*. Except as the Bylaws may be inconsistent with such laws and Articles, they shall regulate the conduct of the business and affairs of VCUACO with respect to all matters to which they relate.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The order of business at all meetings shall, generally, be governed by the latest version of Robert's Rules of Order.

ARTICLE IX. AMENDMENTS

Section 1. Upon recommendation by the VCU University Alumni Leadership Council (UALC), the VCU Alumni Board of Governors can amend these Bylaws.

Section 2. These Bylaws shall become effective upon the day of adoption by the *VCU Alumni* Board of Governors.