

## Appendix VII: Geographic Constituent Organization Bylaws

### ARTICLE I. NAME

This *geographic constituent organization* of Virginia Commonwealth University Alumni (“VCU Alumni”) shall be named \_\_\_\_\_ (“VCUAGCO”)

### ARTICLE II. MISSION

*VCUAGCO* 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 geographic area of \_\_\_\_\_.

### ARTICLE III. MEMBERSHIP

Section 1. All graduates, former students, and friends of Virginia Commonwealth University, located in (enter city name here) are eligible to be members of *VCUAGCO*.

### ARTICLE IV. GOVERNING BOARD

Section 1. The authority and responsibility for governing the affairs of *VCUAGCO* 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. *VCUAGCO* 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:

The PRESIDENT shall preside at all meetings; shall have general supervision of the affairs of *VCUAGCO*, 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 *VCUAGCO*; 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 *VCUAGCO* and its Alumni Leadership

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

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 *VCUAGCO* 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. VCUAGCO UNDER THE UMBRELLA OF VCU ALUMNI

Section 1. VCUAGCO exists to promote VCU and foster positive relationships between alumni and the University. VCUAGCO 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. VCUAGCO 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 VCUAGCO of *VCU Alumni* and not from the university. VCUAGCO 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 VCUAGCO in accordance with university and *VCU Alumni* policies.

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

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

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

Section 6. VCUAGCO cannot be formed for commercial or political purposes, and VCUAGCO 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 VCUAGCO 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 *VCUAGCO* 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.