

ARTICLE XIV. THE ESTABLISHMENT AND OPERATION OF ALUMNI CHAPTERS

Section 1. Petitions by Alumni Groups

Alumni groups, whether proposing to become a chapter or an affiliate, may petition the Board of Directors to become a recognized part of the Association. Chapters may be (1) local, (2) regional, (3) international, (4) associated with an academic discipline, or (5) have some other special interest. Affiliates are a distinct category and are addressed in Article XV of these By-Laws.

Section 2. Compliance with By-Laws

Alumni chapters must comply with the Association's By-Laws. Alumni chapters must also comply with the application process and each member of the alumni chapter must also be a member of the Association.

Section 3. Requirements for Petitions

An alumni group can become a chapter of the Association by fulfilling all of the requirements set forth by the Board of Directors of the Association. Said requirements include but are not limited to the following:

- a. Interested groups must submit a petition to the Executive Director of the Association. The petition shall be in such form as the Board of Directors prescribes. The petitioning group must have at least thirty (30) members of the group sign the petition before submitting it to the Executive Director of the Association for recognition as a petitioning group. In circumstances where the pool of members for a particular chapter is small due to the discipline involved, a total of 10% of the alumni of that discipline will be the requirement. All people signing the petition must indicate that they are currently members of the Association or agree to become members should the petitioning group be granted a charter as an alumni chapter.
- b. The petition shall state that the petitioning group agrees to abide by the By-Laws of the Association and agrees to be governed by the rules, regulations, and procedures that are set forth by the Board of Directors.
- c. Upon the acceptance and approval of the petition by the Executive Director of the Association, the petitioning group shall be required to submit a copy of their by-laws to the Executive Director of the Association for approval. The by-laws shall be in such form as the Board may require. Once approved, any subsequent modifications to chapter by-laws must be approved by the Board of Directors.
- d. When the Executive Director finds that the petitioning group has successfully completed the requirements of the Board as set forth in this section, the Executive Director shall submit the petition to the Board of Directors, with the Executive Director's recommendation for approval or denial of the petition. If the Board of Directors approves the petition, the group shall be awarded a charter as a chapter of the Association.

Section 4. Responsibilities of the Chapter and the Association

- a. Once established, the Alumni chapter shall in all ways be an integral part of the Sacramento State Alumni Association and comply with the by-laws of the Association, campus policies and procedures, and the requirements of Article 15, Alumni Associations, of the regulations of the Trustees of the CSU system.
- b. The Alumni chapter shall have the duty to maintain a membership of at least thirty (30) members unless a lesser number is approved by the Board of Directors of the Association; otherwise its charter will be subject to revocation.
- c. The Alumni chapter shall elect its own group of Officers in accordance with its approved by-laws, provided, however, that the Officers shall include a president-elect who shall succeed to the office of president.
- d. The amount of annual Chapter dues, and the amount of multiple year and life member dues of the Association to be shared with the Chapters, shall be as determined from time to time by the Chapters and the Association. The Association shall collect for each Chapter an amount designated as annual Chapter Dues at the time annual Association dues are collected. The membership dues established by the Association shall be the only dues assessed members of the Chapters.
- e. The Association shall provide accounting services to the Chapters, including maintenance of books and records and checking services. Each month, the Association shall provide a financial statement to each Chapter showing the balance in the Chapter account and the receipts and expenditures from that account in the previous month
- f. Alumni chapters shall include the following in their chapter by-laws:
 - 1) The Chapter shall conform with all the requirements of Article 15, Alumni Associations, of CSU Regulations relating to financial activities, as well as such policies as may be adopted from time to time by the University or the Association.
 - 2) Requests for disbursements from the Chapter account shall be made on a check request form signed by the Chapter president or treasurer and presented to the Executive Director of the Association. All checks drawn on Chapter accounts shall be signed by the Executive Director of the Association. Requests for Chapter disbursements over \$250 must be signed by the Chapter president and another Chapter Officer.
 - 3) All expenditures that exceed the amount of funds that the Chapter currently possesses in its account shall require the approval of the Board of Directors of the Association.
 - 4) Fund raising programs developed by the Chapter shall require approval of the Association and shall be in accordance with section 42397.3 of Article 15 of the CSU Regulations and the Memorandum of Agreement between the Association and the President of CSUS. All such funds raised shall be deposited in the Chapter account for the prescribed purpose stated in the program.
 - 5) Proposed changes to chapter by-laws shall be submitted to the parent Association for review prior to final voting by the chapter.

Section 5. International Chapters

Requirements for regional and international chapters may be handled on a case-by-case basis at the discretion of the Board of Directors.

Section 6. Revocation of Chapter Charter for Cause

Alumni chapters may have their charters revoked at any time for a violation of the by-laws and/or policies of the Association or any actions the Board of Directors of the Association deems not to be in the best interests of California State University, Sacramento, provided a sixty (60) day written notice is given by the Board to such chapter of such revocation, and further provided, that such subject chapter be granted a hearing by the Board on the subject of such revocation, if requested, within said 60-day period by the executive officer of such chapter.

Section 7. Administrative Suspension or Dissolution of Chapters

- a. A chapter shall be subject to suspension if there are six (6) consecutive months in which (1) there are no Officers, or (2) no chapter business meetings or activities are held, or (3) membership falls below thirty (30) members.
- b. Chapter Officers, and chapter liaison staff if applicable, shall receive notice of an impending suspension from the parent Association and shall have forty-five (45) days in which to respond. In the event no Officers have been elected, notice of impending suspension shall be sent, at chapter expense, to all chapter members, and to chapter liaison staff and department chairs of academically based chapters.
- c. Chapter Officers and/or chapter liaison staff who respond to the suspension notice within the 45-day period must submit a reactivation plan for approval by the parent Association at its next regularly scheduled board meeting. If approved, the chapter's charter shall remain in effect.
- d. If the chapter does not respond to the suspension notice within 45 days, the chapter's charter shall be formally suspended. Upon suspension, all current chapter members shall be notified and all chapter funds shall be distributed as follows: First, to the payment of all outstanding debts and liabilities of the chapter; second, all remaining funds shall revert to the parent Association to be held in trust until the chapter is reactivated or dissolved. If reactivated, the funds will be restored; if dissolved the funds revert to the Association to be used for other alumni purposes.
- e. Suspended chapters shall be able to re-establish active status after the 45-day response period by submitting a reactivation plan for approval by the Association's Board of Directors. If the reactivation plan is approved, the chapter's charter will be restored.
- f. After notice as provided in (b), the Board of Directors of the Association may revoke the charter of any Alumni chapter for a violation of the by-laws and/or policies of the Association or for any actions the Board of Directors of the Association deems not to be in the best interests of the Association or California State University, Sacramento.
- g. Notice of the proposed revocation and the reasons therefore shall be in writing and shall be mailed to the members of the chapter no later than 60 days prior to the date of revocation stated in the notice.

- h. The chapter shall be granted a hearing by the Board on the subject of such revocation, if a hearing is requested within the 60-day period by the executive officer of such chapter. If a hearing is conducted, at the conclusion of the hearing the Board may confirm the revocation or take such other action as deemed appropriate, including placing the chapter on probation or imposing additional conditions on the chapter. If a hearing is not requested, the revocation becomes final on the date stated in the notice.
- i. Upon revocation of the charter, any funds in the chapter's account will be distributed as follows: First, to the payment of all outstanding debts and liabilities of the chapter; second, to the Association.
- j. International chapters are exempted from the provisions of this section.

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO
ALUMNI ASSOCIATION**

BY-LAWS OF THE

_____ **CHAPTER**

ARTICLE I. NAME

Section 1.

The name of this Chapter shall be _____
It is organized and operated as a chapter of the Alumni Association, California State University, Sacramento (hereinafter referred to as “the Association”) in accordance with the by-laws of the Association.

ARTICLE II. PURPOSE AND POLICIES

Section 1.

The _____ Chapter is organized for the purpose of promoting the common interests of its members and the benefit of the University and its alumni. These common interests may include:

Section 2.As a chapter of the Association, this Chapter is nonpolitical, nonsectarian and nonprofit; therefore, there shall be no distribution of gains, profits or dividends to its members. Membership shall not be restricted on the basis of race, religion, national origin, gender, physical disability or sexual orientation.

ARTICLE III. MEMBERSHIP

Section 1.

All members shall be active members of the Alumni Association of California, Sacramento and be governed by the By-Laws of that Association. The following are specific requirements for membership in the _____ Chapter.

- a. A minimum of thirty (30) qualified alumni signatures are required to charter a Chapter. If the pool of members for any given group seeking to be chartered is small, 10% from that pool will be the requirement.
- b. Any person who has completed 12 units at Sacramento State.
- c. Any person who is or has been a member of the faculty or staff at Sacramento State
- d. Any person who is interested in advancing the interest of the University may be considered for such special membership status other than regular active membership under such terms and conditions as the Board of Directors of the Association may establish.

Section 2.

The privileges of voting and holding office in this Chapter shall be exclusively in the regular, active alumni membership of the Chapter. All members other than current undergraduate students shall be eligible to serve as an officer.

ARTICLE IV. ORGANIZATION

Section 1.

The elected officers of the _____ Chapter will be:

- a. President
- b. President-Elect
- c. Vice President
- d. Secretary
- e. Treasurer

Section 2.

Standing committees shall be established as deemed necessary by the President.

- a. _____
- b. _____
- c. _____
- d. _____

e. _____

Section 3.

All officers shall be elected for a term of one year, July 1 through June 30. No officer shall serve more than two consecutive terms in a given office. Except for the initial officers of this Chapter, a Nominating Committee of four members shall be elected from the floor during the first meeting of the spring semester. The President-Elect of the Chapter shall be the fifth member of the Nominating Committee.

The Nominating Committee shall place in nomination, names to fill the officer positions for the following year. Names may be placed in nomination from the membership by a written letter to the Committee if received one month prior to the election and containing the name of the nominee and endorsed by five members of good standing indicating their support.

Letter ballots will be mailed to members of good standing. The tally of votes will be made by the Nominating Committee one week after the canvas date shown on the ballot. This Committee will be abolished at the time the new officers are installed. The first officers of this Chapter shall be elected from the floor at the first meeting.

Section 4.

The officers and chairs of the standing committees shall comprise the Executive Committee of the Chapter. The Executive Committee shall meet once a month, including before the Chapter's regular business meeting. A quorum shall consist of a simple majority of the filled positions on the Executive Committee. Any member of the Executive Committee may be removed by a two-thirds vote of the voting membership at a regular business meeting.

ARTICLE V. DUTIES OF OFFICERS

Section 1.

The President shall be the chief executive officer of the Chapter and have general direction and control over the activities of the Chapter and its business meetings. The President shall have appointive power to all committees except the Nominating Committee.

Section 2.

The President-Elect shall serve as President the following year and shall perform all duties of the President in the President's absence, and when so acting, shall have all the powers of, and be subject to, all restrictions upon the President. In the event the office of the President shall become vacant, the President-Elect shall succeed to the office. The President-Elect shall serve as the fifth member of the Nominating Committee.

Section 3.

The Treasurer shall account for the funds accrued by the Chapter in accordance with guidelines set forth by the parent association. The Treasurer shall keep a complete and accurate set of books and supporting documentation of transactions with respect to the Chapter's business. At least quarterly, the Treasurer shall report the financial condition of the Chapter to the Chapter Executive Committee. The Association houses the Chapter account and financial records and generates a monthly activity report to the Chapter.

Section 4.

The Secretary shall keep minutes of all business meetings. The Secretary shall be liaison officer to the Publication Committee of the Association

ARTICLE VI. AMENDMENTS

Section 1.

A proposal for amendment to the By-Laws can be made only during a regular business meeting. The motion for amendment shall be voted on at the following regular business meeting. The By-Laws may be amended by a two-thirds vote of the members voting. All proposed By-Laws amendments shall be forwarded to the Association for review and approval.

ARTICLE VII. MEETINGS OF MEMBERS

Section 1.

There shall be quarterly business meetings at a time and place set by the Chapter. Special meetings may be called at the discretion of the President.

ARTICLE VIII. FISCAL MATTERS

Section 1.

The membership dues established by the Sacramento State Alumni Association shall be the only dues assessed members of the _____ Chapter.

Section 2.

Dues and contributed income will be shared with Chapters.

- a. A portion of the Association dues from all new and renewing memberships will go to the designated Chapter. The amount will be determined by the Association's board.
- b. The entirety of donations earmarked for a Chapter are deposited in the Chapter's account.
- c. Unrestricted contributions in excess of dues raised by the Chapter, will go to the Chapter's account.

Section 3.

Students of Sacramento State who join the Association as student members automatically become members of the Student Alumni Chapter (SAC), an affiliate of the Association. SAC dues will be set by the Board of the Association and will be deposited to a special account for their use. For a nominal fee, students may also join a Chapter-

Section 4.

Fund raising programs developed by the _____ Chapter shall require approval of the Association. All such funds raised shall be deposited in the Chapter account for the prescribed purpose stated in the program.

Section 5.

All expenditures that will exceed the amount of funds that the Chapter currently possesses in its account shall require the approval of the Board of Directors of the Association.

Section 6.

All disbursements shall require two signatures from among the President, President-Elect, Vice President, Treasurer and Secretary. Disbursements over two hundred fifty dollars (\$250.00) shall require the approval of a majority of the Executive Committee.

ARTICLE IX. SUSPENSION OR DISSOLUTION OF CHAPTERS

Section 1.

A Chapter shall be subject to suspension if there are six (6) consecutive months in which (1) there are no officers, or (2) no Chapter business meetings or activities are held, or (3) membership falls below thirty (30) members.

Section 2.

Chapter officers, and chapter liaison staff if applicable, shall receive notice of an impending suspension from the Association and shall have forty-five (45) days in which to respond. In the event no officers have been elected, notice of impending suspension shall be sent, at chapter expense, to all chapter members, and to chapter liaison staff and department chairs of academically-based chapters.

Section 3.

Chapter officers and/or chapter liaison staff who respond to the suspension notice within the 45-day period must submit a reactivation plan for approval by the Association at its next regularly scheduled Board meeting. If approved, the Chapter's charter shall remain in effect.

Section 4.

If the Chapter does not respond to the suspension notice within 45 days, the Chapter's charter shall be formally suspended. Upon suspension, all current chapter members shall be notified and all chapter funds shall be distributed as follows: (1) to the payment of all outstanding debts and liabilities of the Chapter; (2) all remaining proceeds shall revert to the Association.

Section 5.

Suspended Chapters shall be able to re-establish active status after the 45-day response period by submitting a reactivation plan for approval by the Association's Board of Directors. If the reactivation plan is approved, the Chapter's charter will be restored. However, Chapter funds reverting to the Association at the time of suspension will not be restored.

Section 6.

If the suspended Chapter does not submit a reactivation plan within a period of twelve (12) months following formal suspension of its charter, it shall be considered dissolved.

Section 7.

International chapters are exempted under this Article.

ARTICLE X. ADOPTION OF BY-LAWS AND ELECTION OF OFFICERS

Section 1.

Subsequent to ratification by the Board of Directors of the Association, these By-Laws may be adopted by an affirmative vote of two-thirds of the members assembled at the first meeting. Upon approval of the By-Laws, the members will elect the Chapter's officers. The original officers shall serve until June 30 of the following year. All persons accepting these By-Laws and becoming members in good standing prior to June 30 _____, shall be considered charter members of the Chapter.

**Sacramento State Alumni Association
Petition for Chapter Recognition**

We, the undersigned, hereby indicate that we are members of the California State University, Sacramento Alumni Association, or pledge to become members of the Association, and support the formation of a _____ chapter.

(Indicate chapter title)

<u>NAME</u>	<u>ADDRESS</u>	<u>E/MAIL</u>	<u>GRAD YR/DEGREE</u>
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