

GUINAA

GRAMBLING UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC.

P.O. Box 565 | 386 RWE Jones Drive | Grambling, LA 71245

HISTORICAL NOTES

Grambling College Alumni Association - **Organized in 1950s**

Incorporated - **October 9, 1967**

Granted 501c (3) Status – **September 1969**

Amended to Change Name to Grambling University National Alumni Association - **November 5, 1994**

2024 - 2025 CONSTITUTION & BYLAWS

**This Page
Left Blank on Purpose**

TABLE OF CONTENTS

CONSTITUTION PART I

ARTICLE I.....	5
NAME.....	5
ARTICLE II.....	5
PURPOSE.....	5
ARTICLE III.....	6
PERIOD OF EXISTENCE.....	6
ARTICLE IV.....	6
DOMICILE AND REGISTERED OFFICE.....	6
ARTICLE V.....	
MEMBERSHIP.....	6
ARTICLE VI.....	8
Section I. ORGANIZATION.....	8
Section II. Officers.....	8
Section III. Election of Officers.....	9
Section IV. Removal of Officers.....	9
Section V. Board of Directors/Executive Committee.....	9
Section VI. Regional Representatives.....	9
ARTICLE VII.....	12
MEETINGS OF THE ASSOCIATION.....	12
Section I. Annual Meeting.....	12
Section II. Board Meeting.....	12
Section III. Special Meeting.....	12
Section IV. Quorum.....	12
Section V. Representation at Meetings.....	13
ARTICLE VIII.....	13
PROXY.....	13
ARTICLE XI.....	13
COMMITTEES.....	13
ARTICLE X.....	13
AMENDMENTS.....	13
Section I. Constitution and Bylaws.....	13

ARTICLE XI.....	13
BOARD REGULATIONS	13
ARTICLE XII.....	13
RESOLUTIONS	13
ARTICLE XIII.....	14
ARTICLE XIV.....	14

**BYLAWS
PART II**

ARTICLE I.....	14
MEMBERSHIP.....	14
Section I. MEMBERSHIP	14
Section II. DUES	14
ARTICLE II.....	14
OFFICERS.....	14
Section I. Duties of Officers	14
Section II. Appointed Officers	16
ARTICLE III.....	17
FINANCES.....	17
Section I. Fiscal Period	17
Section II. Income.....	17
Section III. Chapter Responsibility.....	17
ARTICLE IV.....	18
COMMITTEES.....	18
Section I. Names	18
Section II. Function of Committees.....	18
ARTICLE V	
AMENDMENTS	20
ARTICLE VI.....	20
PARLIAMENTARY AUTHORITY	20
ARTICLE VII.....	20
Acronyms & Terminology	20

GRAMBLING UNIVERSITY NATIONAL ALUMNI ASSOCIATION CONSTITUTION/BYLAWS PART I

ARTICLE I NAME

The name of this Association shall be the Grambling University National Alumni Association Inc. hereinafter referred to as GUNAA, National Association, or the **Association**.

ARTICLE II PURPOSE

The purpose of this Association shall be:

- A. To facilitate better communication and relationships between the University, Graduates and Friends.
- B. To cooperate with the University's Administration, Field Services, and other Alumni organizations in the promotion of worthwhile activities for the Grambling State University Faculty, Graduates, Students, Prospective Students, and Friends.
- C. To encourage the highest type of professional ethics and scholarships among the Alumni and Students.
- D. To stimulate school loyalty, devotion, and responsibility.
- E. To further encourage professional enthusiasm, initiative, and growth.
- F. To provide a National Association to channel information to support local, state, regional and national programs
- G. To provide suitable headquarters, offices, and facilities to direct Alumni Affairs and to channel information to support local, state, regional, and national programs.
- H. To study any propositions concerning the mutual relationship of the University and the various allied organizations to the end that both will benefit from their close association.
- I. To legislate through bylaws or by resolution upon any subject of general concern to the members of this organization.
- J. To promote a "Greater Grambling" through the work of the Alumni Association.
- K. To secure financial assistance to Grambling State University through the following methods: Cash, Securities, Bequest, Life-Income, Real Estate, Insurance, Specified Property, Annual Dues, and by Annual Fund Drives.

- L. To establish Alumni Chapters throughout the nation to assist Grambling State University in achieving the above goals, as well as, educational excellence, financial security, humanitarian ideals, athletic and social prominence.
- M. The purpose for which the corporation is organized are exclusively charitable, scientific, literary and education within the meaning of Section 501(C)(3) of the Internal Revenue Code of 1986 and the corresponding provision of any future United States Internal Revenue law.
- N. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

**ARTICLE III
PERIOD OF EXISTENCE**

Section I: **PERIOD OF EXISTENCE** The Alumni Association shall have a continuous and perpetual existence.

Section II: **DISSOLUTION** In the unlikely event that the Association should dissolve its property and/or assets shall be donated to Grambling State University, should it remain a viable educational institution. If Grambling State University ever ceased to be Grambling State University, a HBCU all assets will be transfer to the town of Grambling, La.

The organization may dissolve only with authorization given at a special meeting called for that purpose and with subsequent approval by two-thirds vote of the financial members.

**ARTICLE IV
DOMICILE AND REGISTERED OFFICE**

The domicile and registered office of this Association is in c/o Grambling University National Alumni Association, 386 R.W.E. Jones Drive, Grambling, Louisiana 71245.

If Grambling State University ever ceases to be Grambling State University or a four-year HBCU, all assets of GUNAA will be transferred to the town of Grambling, Louisiana

**ARTICLE V
MEMBERSHIP**

Section I: The Association shall be organized without capital stock. Membership shall be evidenced by a GUNAA financial card for the fiscal year and having an active Membership ID provided to each member, except for Life members who are issued a gold membership card upon payment of a designated fee.

Active Membership in GUNAA shall be establish annually upon payment of national dues as established by the Association, and submitted to the national office, except for Life members who are not required to pay annual dues

Section II: **Types of Membership:**

Active Membership in GUNAA is defined as per-annual Financially Active Membership status verified by the GUNAA Office that the individual alumni's annual membership dues were received postmarked on or before December 31st of the previous year.

- A. Regular Membership -- Anyone who attended or graduated from Grambling State University and pays GUNAA membership through a local chapter. First year graduates shall receive complimentary national membership the balance of their graduation year plus one additional year, providing they become an active member of their local chapter within the window of the complementary national membership period.
- B. Member-At-Large -- Anyone who attended or graduated from Grambling State University that elects to be a member of the National Association only and pays the set fee established by the Association. They shall be entitled to all privileges and rights, except to hold office in the National Association.
- C. Associate Membership -- Anyone who did not attend Grambling State University may become a member of the National Association upon payment of fees as set by the Association through a local chapter. They shall be entitled to all privileges and rights, except to hold office in the National Association.
- D. Associate Member-At-Large -- Anyone who did not attend Grambling State University may become a member of the National Association upon payment of fees as set by the Association. They shall be entitled to all privileges and rights, except to hold office in the National Association or serve on a National Committee.
- E. Life Membership -- Any Alumnus of Grambling State University can become a Life Member of the Association upon meeting the criteria as set forth in the Bylaws. A couple (husband/wife) can become life members at a fee established by the Board of Directors
- F. Honorary Membership -- Bestowed upon those individuals living or deceased, who are not graduates of Grambling State University and who have made noteworthy contributions to the University or the Association. They shall be entitled to all privileges and rights, except to vote or hold office in the National Association. Honorary Members must receive a majority vote of the eligible membership with voting to be conducted at the annual meeting and will take effect the following January.
- G. Business or Corporate Membership -- Bestowed upon businesses and corporations which contribute \$500.00 or more annually to the Association and shall have all the privileges and rights, except to vote or hold office in the Local or National Association.
- H. Student Membership -- This membership is formally known as the Student Alumni Association (SAA). It is open to all students at Grambling State University. Additional requirements are set forth in the SAA Bylaws, which should not conflict with the Constitution and Bylaws of the Grambling University

National Alumni Association (GUNAA). These members shall not have voting privileges in the national association.

- I. Chapter -- The requirements for the establishment and responsibilities of Chapters will be set forth by the Association in the GUNAA Operations Manual and Financial Management Policies and Procedures which should not conflict with the Constitution and Bylaws of GUNAA. All newly chartered chapters shall be approved by majority vote of the Board

ARTICLE VI ORGANIZATION

Section I: The direction and administration of this Association shall be vested in a Board of Directors.

Section II: Officers

- A. The elected officers of this Association shall be President, Vice President, Secretary, Treasurer, Business Manager, and Financial Secretary whose duties, responsibilities and authority shall be set forth by the bylaws.
- B. The appointed officers shall be the Parliamentarian, Historian, Chaplain, and Sergeant-At-Arms. The President shall appoint these officers.
- C. All elected or appointed officers may succeed themselves once. The officer will be eligible to seek that office after a one term absence.
- D. The Board of Directors shall consist of the six (6) elected officers of the Association and the immediate past president for a total of seven (7) voting officers. Four (4) non-voting officers appointed by the President shall be the Parliamentarian, Historian, Chaplain, and Sergeant-At-Arms.
 1. A member of the board shall not serve more than two terms in any one office, with renewed eligibility for election to the Board following not less than two (2) years absence of membership. A member may succeed himself only one time.
 2. The term of office shall commence on January 1st of the year after the election and continue until December 31st after the next election.
 3. Only active members who have been financial with GUNAA two consecutive years and have held office in their local chapter may run for a national office. Only one person from each local chapter may qualify to run for a national office. If more than one person from a chapter submits, then all nominations must be sent back to the local chapter for that local chapter to decide which member will seek a national office; then respond in kind to the Nominations Committee. If the local chapter does not reach a decision and respond to the Nominations Committee by the closing of qualifying for national officer elections, then all nominations from that affected local chapter shall be DISQUALIFIED.

4. Only active members who have been financial with GUNAA two consecutive years and have held an office in their local chapter may be appointed at the national office.
5. No elected or appointed officers of the Board of Directors shall be able to hold another position on the Executive Committee.

Section III: Election of Officers

- A. The officers of this Association shall be elected by vote of the majority of membership in even years by electronic or mail-in ballot and certified at the annual convention in that year. for a two-year term by a majority vote of the voting power. There shall be no more than one elected officer per local chapter. An officer cannot serve more than one position on the executive committee during their term. Persons interested in running for an office must submit a letter of intent and a short biography of their achievements by the end of March of the election year to the Nomination Committee Chair. Nominations shall be taken but only from those people who have submitted a letter of intent within the prescribed time period.
- B. Voting shall be certified as to eligibility by the Nomination Committee. Each member shall have one vote in the affairs of the organization. The election shall be conducted via electronic or mail by a Certified Public Accountant chosen by the Board of Directors. The ballot shall be prepared by the nominating committee and forwarded to the chosen Certified Public Accountant.
- C. The President shall serve as Chairperson and the Secretary shall serve as Secretary of the Board of Directors and Executive Committee.
- D. In case of a vacancy occurring among the Officers (except President) of this Association or other committees of the Association, the Board of Directors may fill the vacancy by a majority vote. The person so elected shall serve until the next regular election.
- E. The Board of Directors and/or Executive Committee is empowered to transact the business and administer the affairs of the Association, as designed by the Association, when not in regular session, by a quorum based on Robert's Rule of Order.
- F. Current members of the Board of Directors should remain impartial during the election period to include not using data that may be accessible given their current role.

Section IV: Removal of Officers

Any national officer of GUNAA may be impeached and removed from office for Misfeasance, Malfeasance, or Nonfeasance, provided a due process hearing is held by a Review Committee (recommended by the Board of Directors) and a 2/3 vote by the body at an annual or special call meeting as defined in Section V is achieved. Appeals from the decision of this hearing shall be directed to the National President, and if needed to the National Chapter.

- A. Misfeasance—Performance of official duties in a flagrantly arbitrary manner.

- B. Malfeasance—A knowing and willful performing of official duties in violation of a provision of the Constitution and/or the By-laws of GUNAA, or commission of a felony.
- C. Nonfeasance—A refusal or willful failure to perform faithfully the official duties of the office.

Section V: Board of Directors and Executive Committee

- A. There shall be an Executive Committee, which consists of Board of Directors, Regional Representatives, and Immediate Past National President. The Executive Director (Alumni Director), Executive Secretary (Alumni Secretary) and Parliamentarian shall serve as non-voting ex-officio members.
- B. The President shall serve as Chairperson and the Secretary shall serve as Secretary of the Board of Directors and Executive Committee.
- C. In case of a vacancy occurring among the Officers (except President) of this Association or other committees of the Association, the Board of Directors may fill the vacancy by a majority vote. The person so elected shall serve until the next regular election.
- D. The Board of Directors and/or Executive Committee is empowered to transact the business and administer the affairs of the Association, as designated by the Association, when not in regular session, by a quorum based on Robert's Rules of Order.

Section VI: Regional Representatives

Each Region will select a Representative one month prior to the annual meeting (in GUNAA election years) to serve on the Executive Committee. Regional Representatives shall preside over their Region and conduct at least one Regional Workshop/Meeting per year. They shall also serve as a voting member of the Executive Committee. The Regional Representative shall not hold another elected or appointed position on the Executive Committee. The expenses of the Regional Representatives shall be the responsibility of the Region. Additionally, the major role of the "Regional Reps" is to carry information back to the Chapter Presidents within their respective regions and to identify successes and issues within their respective regions.

- A. All new chapters of the association will be assigned to the appropriate region by the President.
- B. The regional representative shall rotate between chapters within the region every two (2) years. The rotation schedule must be on file in the National Office.
- C. Duties and Responsibilities
 - 1. The Regional Representative shall act as the local advisors to the Board of Directors and the National Organization.
 - 2. The Regional Representative shall perform the following functions which may be added to or deleted at the discretion of the Board of Directors:
 - a) Identify and develop common strategies to resolve bregional

problems.

- b) Develop a mechanism to share ideas, concerns, problems, information, and innovations among Chapters in the Region, and with the National Organization.
- c) Present written concerns, resolutions recommendations, and proposals to the Board of Directors and/or the President.
- d) Convene periodic meetings of the Region as decided by the Representatives of the Regions.

D. The Regions shall consist of the following:

1. Far West -- To cover all Chapters located in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.
2. Southwest -- To cover all Chapters located in Texas and Oklahoma.
3. South Central -- To cover all Chapters located in Arkansas, Mississippi, Alabama, and Tennessee.
4. Southeast -- To include all Chapters located in Georgia, Florida, North Carolina, and South Carolina.
5. East Coast -- To include all Chapters located in District of Columbia, New York, Virginia, West Virginia, Maryland, Pennsylvania, Delaware, Connecticut, New Jersey, Maine, New Hampshire, Vermont, and Massachusetts.
6. Northeast -- To include all Chapters located in Michigan, Indiana, Ohio, and Kentucky.
7. North Central -- To include all Chapters located in Illinois, Minnesota, Wisconsin, Iowa, Missouri, North Dakota, South Dakota, Nebraska, and Kansas.
8. Northwest Louisiana -- To include all Chapters located in Caddo, Bossier, Webster, Claiborne, Bienville, Red River, and Desoto Parishes.
9. Southwest Louisiana -- To include all Chapters located in Beauregard, Calcasieu, Allen, Jefferson Davis, Cameron, Evangeline, St. Landry, Acadia, Lafayette, Vermillion, Iberia, St. Mary and St. Martin Parishes.
10. Northeast Louisiana -- To include all Chapters located in Union, Lincoln, Jackson, Ouachita, Morehouse, West Carroll, Richland, Madison, Tensas, Franklin, and Caldwell.
11. Central Louisiana -- To include all Chapters located in Winn, Sabine, Natchitoches, Grand, LaSalle, Vernon, Rapides, Avoyelles, Concordia, and Catahoula Parishes.
12. Southeast Louisiana -- To include all Chapters located in West Feliciana,

Pointe Coupee, East Feliciana, St. Helena, Washington, Tangipahoa, St. Tammany, West Baton Rouge, East Baton Rouge, Livingston, Iberville, Ascension, St. John the Baptist, St. James, Assumption, Terrebonne, Lafourche, Jefferson, Plaquemines, St. Bernard, St. Charles, and Orleans Parishes.

ARTICLE VII MEETINGS OF THE ASSOCIATION

Section I: Annual Meeting

- A. There shall be an annual meeting of this association where the general business of the Association shall be transacted.
- B. The annual meeting's place, date and time (for the next 2 years) shall be approved by the Board of Directors to take place during the months of July or August and made public at each annual meeting.

Section II: Board Meetings

- A. The Board of Directors shall meet prior to the annual meeting and at other times deemed necessary by the president or the majority of the Board of Directors.
- B. The Executive Committee shall meet prior to the annual meeting and at other times deemed necessary by the president or the majority of the Executive Committee.
- C. Call Meetings of the Executive Committee maybe called by the National President of the Association and shall be called upon' by written request of the majority of the members of the Executive Committee.

Section III: Special Meetings

- A. Special meetings shall be called by the President when requested in writing by a majority of the Board of Directors with prior notification to all chapters at least 45 days before the meeting takes place.
- B. All financial chapters must send a delegate to all the national conventions or be assessed a fine.
- C. A chapter that is not financial and does not send a delegate for three consecutive years to the convention will be defunct of the association according to ROBERT'S RULES OF ORDER NEWLY REVISED.

Section IV: Quorum

- A. Members represented either in person **or by certified proxy** after proper notification by the Secretary, shall constitute a quorum based on Roberts Rules of Order for the transaction of business for the Association's meetings.

Section V: Representation at Meetings

- A. Each registered financial member shall be entitled to one vote at the annual or special meetings.
- B. Written proxies will be accepted provided they are filed with the secretary at the beginning of the meeting to establish quorum.

**ARTICLE VIII
PROXY**

Proxy's may be used to constitute a quorum and for voting purposes of electing officers only at annual or special meetings.

**ARTICLE IX
COMMITTEES**

The Bylaws shall provide for such committees as the Association may consider necessary. The Bylaws may establish the number of members and tenure of all committees established by these articles of incorporation except the Board of Directors.

**ARTICLE X
AMENDMENTS**

Section I: Constitution and Bylaws

The Constitution and Bylaws may be amended or revised at any annual or special meetings of the Association with two-thirds vote of the voting power present and voting whether in person or by proxy, provided that the proposed amendment shall have been submitted in writing to the Secretary and the Constitution and Bylaws Committee at least sixty (60) days before the Association meets. The Association shall email a copy of the proposed amendment to each financial chapter of the Association no later than thirty (30) days before the annual or special meeting. The Constitution and Bylaws Committee shall review the proposed amendment and report its recommendations to the body at the annual or special meeting.

**ARTICLE XI
BOARD REGULATIONS**

The Board of Directors shall have power to adopt Board Regulations not in conflict with the provisions of this Constitution or the Bylaws of this Association.

**ARTICLE XII
RESOLUTIONS**

Legislation may be enacted through resolutions not in conflict with the Constitution or Bylaws of this Association at any annual or special meetings by a majority of the voting power present and voting, provided the legislation proposed are of a temporary character effective only for the time specified in the resolution itself.

ARTICLE XIII

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal, Income Tax under Section 501(C)(3) of the internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

ARTICLE XIV

All Chapters must file a 990 form by May 15th of each year or extension with completion by new deadline to maintain their tax-exempt status. See www.irs.gov for filing instructions and proper forms. Most will use form 990 EZ or 990 N.

PART II GRAMBLING UNIVERSITY NATIONAL ALUMNI ASSOCIATION BYLAWS

ARTICLE I MEMBERSHIP

Section I: **Membership**

Eligibility for membership, conditions, and classes of memberships are governed by Article V of the Constitution of this Association.

Section II: **Dues**

- A. The membership period shall be January 1st through December 31st of each year. Dues collected from October 1st onwards will be for the forthcoming year.
- B. The annual membership dues shall be set by the Association at annual or special meetings.
- C. Life membership dues shall be established by the Executive Committee and approved at the next convention. Dues will become effective at the beginning of the next year.
- D. GUNAA dues are paid annually to the GUNAA office to establish annual financial/active membership status.

ARTICLE II OFFICERS

Section I: **Duties of Elected Officers**

The Officers/Board of Directors may cast votes via email for decisions needing to be addressed urgently between established board meetings.

The President must present that motion to the Officers and conduct the business motion in the same manner as a physical meeting.

The Secretary must record the final outcome of that vote and ensure the recording at the next Board Meeting.

A. President

1. The President shall preside at the meetings of this Association.
2. S/he shall serve as liaison person between the Association and the University.

3. The President or his/her designee shall represent the Association in business matters with the University.
4. Shall make an annual report of all activities to the body at the annual meetings.
5. Shall serve as chairperson of the Board of Directors and may call a meeting of the Board of Directors whenever necessary.
6. In the absence of the President or in case the President is incapacitated or resigns, the Vice-President shall assume the duties of the President. The President shall resume his/her duties when S/he is no longer incapacitated.
7. May call special meetings of the Association when requested in writing by the majority of the Board of Directors.
8. Shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this Association.
9. In the absence of the President and/or Vice President, or if the position becomes vacant, the Executive Committee and the Board of Directors shall preside at all Association and the Board of Directors meeting until the vacancy is resolved.

B. Vice-President

1. Shall serve on the Executive Committee and the Board of Directors, shall preside at all meetings of the Association and the Board of Directors in the absence of the President or if the position becomes vacant.
2. Shall perform such other duties as assigned by the President.
3. Shall serve as Chairperson of the Program Committee.
4. Shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this Association.

C. Secretary

1. Shall keep records of the meeting of the Association and of the Board of Directors.
2. Shall keep records of the meetings of the Association, Board of Directors, Executive Committee, Annual Meetings, Special Meetings, and any other meetings held by the association. Written minutes should be available within 60 days of the meeting and made available to the membership upon request.
3. Shall report the proceedings of the Association and read all Executive Committee recommendations for consideration at the annual meeting.
4. Shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by this Association.

D. Treasurer

1. Shall have charge of all funds of the Association and monthly, provide a detailed report to the Board of Directors reflecting the prior month's expenses and income.
2. Maintain and accurately update the overall approved operating budget displaying budget versus actuals.

E. Business Manager

1. Supervises and monitors the business affairs of the National Association, such as auditing, budgeting, fundraising, certifying financial statements, and serving as financial liaison between local chapters and the National Association.
2. Prepare and submit an annual budget to the Board of Directors and the Association by the annual meeting date.
3. Shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this Association.
4. Work closely with the accountant to ensure IRS annual requirements and tax filings are completed and submitted by IRS deadline.
5. Update, ensure accuracy and distribute the organization's financial and operations policies and procedures manuals.

F. Financial Secretary

1. Shall keep records of all revenue received by the Association from any and all sources.
2. Shall perform the duties by this Association prescribed by these Bylaws and by the parliamentary authority adopted.
3. Monthly, provide a written report by activity and payment methods of the prior month's activities to the Board of Directors.

Section II: Appointed Officer

The appointed officers of this Association are the Historian, Chaplain, Parliamentarian, and Sergeant-at-Arms.

A. Chaplain

1. Shall preside over all devotional services of the Association
2. The Chaplain shall open and close all Association meetings with prayer.
3. S/he shall Provide words of inspiration as necessary (Memorial Services, Alumni events, sporting events, etc.)

B. Parliamentarian

1. Shall interpret the rules and regulations as prescribed in the Constitution and Bylaws of the Grambling University National Alumni Association and Robert's Rules of Order.

C. Historian

1. Shall research and document all information pertaining to the origin and purpose of the Alumni Association and maintain current records of all activities of importance.
2. Shall coordinate to preserve articles and/or memorabilia with the campus library or archives.

D. Sergeant-At-Arms

1. Shall have a thorough knowledge of Robert's Rules of Order, Newly Revised and the Alumni Association's Constitution and Bylaw.
2. Shall assist the President as needed in keeping order during meetings and special functions.
3. Shall assist in controlling attendance at meetings which require credentials for participation.

**ARTICLE III
FINANCES**

Section I: Fiscal Period

The fiscal period of the Association shall be January 1st through December 31st of each year.

Section II: Income

1. All income from dues, activities of the Association, and any other sources shall be deposited in the accounts of the Association.
2. Deposit of funds - income from all sources shall be deposited in an accredited institution in the Grambling-Ruston community.
3. Receipts all deposits shall be presented to the Association by board regulations.
4. Withdrawal of funds - The withdrawal of and the disbursement of all funds of the Association shall be based upon the Annual Budget. All bills shall be paid by check and signed with two (2) signatures, the treasurer, the president and/or the business manager. No unbudgeted funds shall be disbursed without expressed approval of the Association or Board of Directors.

Section III: Chapter Responsibility

- A. Each chapter is required to submit a financial report to GUNAA annually that includes its income, holdings, and expenditures. Reports should be mailed, emailed, and/or uploaded by February 1st of each fiscal year.
- B. In keeping with the fundamental purposes of the Grambling University National

Alumni Association and Regulations for tax purposes, each Chapter is required to pay chapter assessment of \$500 to the Association annually. Assessments are due December 31st of each year.

- C. Membership Roster - Each Chapter is required to submit a roster of active members. The roster should include the following: First and last name (maiden), current mailing address, email address, telephone number and the semester and year of graduation. The roster should be mailed, emailed and/or uploaded to GUNAA by December 31st annually.
- D. Chapter Activity Report - Each chapter shall submit an annual activity report which consists of the following: budget, activity/fundraising, agenda, election of officers, and bylaws (i.e., changes) each fiscal year.
- E. Any Chapter failing to adhere to Section III: Chapter Responsibility shall be placed in an inactive status until all requirements have been met.

ARTICLE IV COMMITTEES

Section I: Names

The following are the Standing Committees established by the Association. Committee Chairpersons shall be appointed by the President, except for the Nomination, Program, and Budget Committees. The President may appoint other committees at his/her discretion with the approval of the Board.

1. Nomination Committee
2. Program Committee
3. Social Committee
4. Constitution and Bylaws Committee
5. Fund Raising Committee
6. Awards Committee
7. Membership Committee
8. Executive Committee
9. Budget Committee
10. Technology Committee
11. Public Relations Committee
12. Young Alumni Council Committee
13. History Committee
14. Recruiting/High School Relations

Section II: Functions of Committees

- A. Nomination Committee - Shall be appointed by the Board. This Committee is in charge of nominations for all national elections.
- B. Program Committee -- Shall consist of the Chairperson or Representative of each Standing Committee. This Committee is charged with developing the activities and a program devoted to the interest and growth of the Association. The Vice-President shall serve as Chairperson of this Committee.
- C. Social Committee -- Shall be appointed by the President. This Committee is in charge of all social activities of the Association. Shall be appointed by the President. This Committee is in charge of all social activities of the

Association. This committee covers Bayou Classic, Homecoming, Alumni Day, etc.

- D. Constitution and Bylaws Committee -- Shall be appointed by the Board of Directors and is responsible for the upkeep, and presentation of amendments and revisions to the Association for ratification of the Constitution and Bylaws of the Grambling University National Alumni Association. The President will appoint a Chairperson of this Committee.
- E. Fund Raising Committee -- Shall be appointed by the President and responsible for all fundraising activities for the Association.
- F. Awards Committee -- Shall consist of volunteers and persons appointed by the President. It shall be the duty of this Committee to establish, evaluate the qualifications, criteria, and procedures for awards and to design items for suitable presentation given by the Grambling University National Alumni Association and to make recommendations to the Board of Directors of the names of Alumni members and chapters who are deserving of the awards.
- G. Membership Committee -- Shall be appointed by the President. They shall establish programs to increase Membership.
- H. History Committee -- Shall consist of volunteers along with an interest of preserving and updating the history of GUNAA and led by the Historian.
- I. Board of Directors -- Shall consist of all elected officers of the Association who shall function in the event of an emergency when it is not logistically or financially feasible to convene the members of the Association.
- J. Executive Committee -- Shall consist of the Board of Directors and the Regional Representatives
- K. Budget Committee -- Budget Committee -- Shall consist of the Business Manager, Treasurer and Financial Secretary. and at least two (2) to three (3) other GUNAA members to have regional representation or committee and shall perform the following duties:
 - 1. Prepare an annual budget at least sixty (60) days before the annual meeting and submit the budget to the Board of Directors for review. Submit to the membership for approval at the Annual Meeting.
 - 2. An external audit will be annually with periodic internal reviews of financial operations by a designated internal audit or review committee or team.
- L. Technology Committee -- Shall consist of volunteers willing to work on GUNAA website, virtual events and keeping social media up to date.
- M. Public Relations Committee -- shall be responsible for monitoring and assessing the proposed decisions and actions of the ULS System and State Legislators of the State of Louisiana; creating a vital network with members of the Louisiana Legislature, and community leaders; providing information concerning national issues that impact the University; developing programs and devising effective strategies to address the concerns of the Association and the University.
- N. Young Alumni Council Committee -- Shall be appointed by the President. They

shall establish programs and strategies to increase recruitment and retention of recent graduates.

- O. High School Relations/Recruiting – shall be appointed by the President. Shall establish programs and strategies that increase the numbers of students attending Grambling State University.

ARTICLE V AMENDMENT

The Bylaws may be amended or revised at any annual or special meetings of the Association by a two-third vote of the voting power and present voting provided that the proposed amendments shall have been submitted in writing to the Secretary and Constitution and Bylaws Committee at least 60 days before the Association meets. The Secretary shall email a copy of the proposed amendment to all financial chapters of the Association no later than thirty days before the Association meets.

ARTICLE VI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Grambling University National Alumni Association, Incorporated, in all cases that are not written in these constitution and bylaws nor in any special rules adopted by the Association.

ARTICLE VII ACRONYMS & TERMINOLOGY

Active Chapter – A GUNAA chartered chapter that has met all requirements according to GUNAA bylaws.

Active Financial Member – A GUNAA member who has met all his or her annual financial obligations to GUNAA. Ex. In order for a Life Member to maintain his or her active membership, he or she must pay their local dues to a local chapter.

Association – Grambling University National Alumni Association. *Commonly called* GUNAA.

Associate Member - A member who has met all requirements according to bylaws of GUNAA. *See bylaws for details.*

Board of Directors – The top leadership of GUNAA.

BOD – Board of Directors.

Bylaws – The governing document of GUNAA. *Also called the* constitution and or constitution and bylaws.

Chapter – A chartered chapter under the umbrella of GUNAA.

Convention – The annual meeting of the general body of GUNAA. *Also referred to as a* conference.

Dues – The fee paid to hold membership in GUNAA and a local chartered chapter of GUNAA.

Executive Committee – Consists of the Board of Directors, Regional Representatives, and other non-voting members according to the bylaws of GUNAA. *See bylaws.*

EC – Executive Committee.

Financial Member – A member who has met all his or her financial obligations to GUNAA. Ex. All Life Members are considered Financial Members. All regular and associate members must pay local and national dues each year to be considered a financial member of GUNAA.

GUNAA – Grambling University National Alumni Association.

Life Member – A member who has met all requirements according to the bylaws of GUNAA. *See bylaws for details.*

Life Membership Pin – The shield purchased by a member who desires to purchase a Life Membership status into GUNAA.

Membership – The members of GUNAA.

National Office – The headquarters of GUNAA. It is located in Grambling, Louisiana. *Commonly called National.*

National – GUNAA national office.

Registration – The required fee paid by each member and/or guest to participate in GUNAA conventions/conferences, Regional Meetings, Homecoming Activities, etc.

Regular Member - A member who has met all requirements according to the bylaws of GUNAA. *See bylaws.*

END OF DOCUMENTS

Revised July 18, 2006 (Earliest Document Located)

Revised July 15, 2011

Amended Jul 20, 2013

Amended July 16, 2016

Amended July 13, 2018

Revised September 17, 2020

Amended August 5, 2022

Amended July 29, 2023

Amended July 19, 2024

2023 – 2024 COMMITTEE

Freddie Colston, PRP

Dr. Veronica L. Johnson Williams

Robert Killins, Jr

Dani Moses

Shari Nichols-Sweat

Vinson Primas

Cartelis Wilson