

**CONSTITUTION AND BY LAWS**  
of the  
**HOUSTON-PRAIRIE VIEW ALUMNI CHAPTER**  
of  
**Houston, Harris County, Texas**

**ARTICLE I – NAME AND AFFILIATION**

The name of the organization shall be the Houston Prairie View Alumni Chapter. This organization is formed as a Constituent Alumni Chapter affiliated with the Prairie View National Alumni Association.

**ARTICLE II – PURPOSE AND RESPONSIBILITIES**

The purpose of the Houston-Prairie View Alumni Chapter shall be:

- A. To promote closer fellowship among the Alumni of our community
- B. To establish a medium for serving and supporting the University in the advancement of higher education
- C. To keep the Alumni informed concerning their Alma Mater – its problems, its needs, its plans, and its progress toward the realization of its goals
- D. To provide undergraduates scholarships to support students to attend the University

**ARTICLE III – Membership**

This Chapter shall have three classes of members:

- A. Active Members: All dues paying individuals holding degrees, diplomas, or certificates awarded by Prairie View A & M University, and all dues paying ex-students who completed at least a semester or one full summer session shall be eligible for all the privileges of active membership in the Chapter. Financially active members will have the right to vote and hold office.
- B. Associate Member: Any spouse, friend, parent, daughter, and/or son of Prairie View Alumni may join as a associate member. Associate members shall be entitled to all the rights and privileges accorded active members except the right to hold office.
- C. Honorary Membership: Any member may be considered an “Honorary member” when he/she reaches the age of ninety (90) or is otherwise incapacitated with the option of paying or not paying dues with the rights as active members except to vote or hold office.

**ARTICLE IV – MEETINGS**

SECTION 1: Membership – A regular meeting of the Chapter shall be held monthly at or as such intervals decided upon by the membership.

SECTION 2: Annual – One annual business meeting shall be held in the month of August (usually at the end of the fiscal year), for the election of officers, final reports, and any matters of business

which should be completed before the next fiscal year begins

SECTION 3: Special – Special meetings of the Chapter shall be called by the President whenever he/she deems it reasonable and necessary or upon the written request of any ten (10) financially active members

SECTION 4: Quorum – At any meeting of the Chapter, a quorum for business shall consist of ten (10) or more financially active members appearing in person. Executive board meetings shall consist of five (5) financially active officers appearing in person or by one of the following technological media: Teleconferences, video conferences, or any other mediums of meetings which must be agreed upon by the chair prior to the meeting.

Section 5: Rules of Order – Robert’s Rules of Order shall govern all meetings of this Chapter where procedures are not otherwise provided herein

#### **ARTICLE V – OFFICERS**

The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Historian and Chaplain. All officers shall be financially active members of the Chapter and the National Alumni Association. For the office of President, Vice-President, Financial Secretary, Recording Secretary, and Treasurer members must be financially active with the Prairie View A&M University – Houston Alumni Chapter two years prior to the election of officers. Officers which may cause a conflict of interest shall be reviewed by Executive Board.

SECTION 1: Responsibilities – To promote encourage and disseminate information that will create an awareness and appreciation for Prairie View A&M University and uphold the purpose of the constitution and bylaws of this Chapter

SECTION2: Election – The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Historian and Chaplain. All officers shall be financially active members of the Chapter and the National Alumni Association. For the office of President, Vice-President, Financial Secretary, Recording Secretary and Treasurer members must be financially active with the Prairie View A&M University-Houston Alumni Chapter two years prior to the election of officers. The Officers of the Chapter shall be nominated by the Nominating Committee and elected by the financial members present at the August Business Meeting or by mail prior to July 31<sup>st</sup>.

SECTION 3: Succession – If the office of President shall become vacant during his or her tenure, the Vice-President shall automatically become President for the remainder of the term.

SECTION 4: If the office of Vice-President, Secretary or Treasurer shall become vacant during his or her tenure, the office shall remain vacant until the President calls a special executive board meeting to elect a member for that position.

SECTION 5: Removal from office – The Houston Prairie View Alumni Chapter shall have the power to remove any of the officers based on unsatisfactory performance of the duties listed in the bylaws and other offenses warranting immediate removal.

An officer may be removed from an elected office when each of the following conditions are satisfied.

- A. A written petition is forwarded to the Executive Board members and the person in question. The written petition must include the reason for removal and at least the majority of the Executive Board members signatures
- B. Within a two-week period, an Executive board meeting must be held in which the officer and the members who signed the petition, discuss and possibly resolve the issue(s)
- C. If all parties cannot reach a resolution, the matter will be placed on the agenda at the next business meeting as an Executive board recommendation requiring a majority vote by the membership to remove the officer

#### **ARTICLE VI – DUTIES AND DESCRIPTION OF ELECTED OFFICERS**

SECTION 1: President – The President shall be the presiding officers over all meeting of the Chapter.

SECTION 2: Vice President – The Vice-President shall be the assistant to the President, preside over meetings in absence of the President, and shall perform duties as may be assigned.

SECTION 3: Recording Secretary – The Recording Secretary shall be responsible for recording the minutes at each meeting

SECTION 4: Assistant Recording Secretary – The Assistant Recording Secretary shall act in the absence of the Recording Secretary

SECTION 5: Corresponding Secretary – The Corresponding Secretary shall be responsible for taking care of all correspondence of the Chapter

SECTION 6: Financial Secretary – The Financial Secretary shall be responsible for keeping written account of all funds and turning it over to the Treasurer

SECTION 7: Treasurer – The Treasurer shall be responsible for maintaining an accurate account of all funds, and making a written financial report at regular meetings

SECTION 8: Parliamentarian – The Parliamentarian shall be responsible for providing guidance on parliamentary procedures

SECTION 9: Historian – The Historian shall keep documentation of chapter events and functions

SECTION 10: Sergeant-at-Arms – The Sergeant-at-Arms shall be responsible for keeping and maintaining the order of all meetings.

SECTION 11: Chaplain – The Chaplain shall be responsible for all religious activities of the Chapter

#### **ARTICLE VII – ELECTIONS AND TERM OF OFFICE**

- SECTION 1: Election – The Officers of the Chapter shall be nominated by Nominating Committee and elected by the financial members present at the August Business Meeting or by mail prior to July 31<sup>st</sup>
- SECTION 2: Time of Election – Election shall be held every two years by secret ballot
- SECTION 3: Term of Office – All officers shall serve two year terms. They may be re-elected, but may not hold the same office more than two consecutive terms

#### **ARTICLE VIII – FISCAL YEAR AND DUES**

- SECTION 1: The fiscal year of the chapter shall be from September 1<sup>st</sup> to August 31<sup>st</sup> inclusive
- SECTION 2: Dues of Active members – The annual dues of active members shall be \$40.00. The amount is subject to change at any time, however, the Chapter must vote on this change by a two-thirds vote present at any regular or special meeting

#### **ARTICLE IX – COMMITTEES**

- SECTION 1: Standing Committees – The President shall appoint the standing committees with primary responsibilities for basic chapter activities such as: Budget/Finance, Courtesy/Compassion Admiration Reflection Edification (C.A.R.E.), Membership, Program, Publicity, Scholarship, Social and Student Recruitment. This list can be expanded, depending upon the major activities that the Chapter undertakes.
- SECTION 2: Nominating Committee – A nomination committee of five members shall be appointed by the President at the January Executive Board Meeting at least eight months prior to the annual business meeting. This committee shall obtain the consent of the nominees; and shall present to the secretary a list of nominated candidates to be placed on ballots.
- SECTION 3: Other Committees – The President may appoint such special committees as, in his or her judgment, or the interest of the Chapter may be required, and he or she may prescribe the duties of such committees

#### **ARTICLE X – PROCEDURES**

- Amendment – The procedures of amending the Constitution and By-laws of this chapter shall be as follows:
- 1) The substance or desire to make an amendment may begin by presenting to the By-Laws Committee
  - 2) The By-Laws Committee will study, deliberate and make their proposal to the Executive Board

- 3) The Executive Board will deliberate and make their final proposal to the general body in a regular meeting
- 4) The amended proposal(s) will lay on the table for thirty (30) days (from one meeting to the next).
- 5) The amended Constitution and By-Laws will be voted on and passed by at least a two-third (2/3) majority of the membership present

#### **ARTICLE XI – COMMITTEES**

- SECTION 1: Authorization – The Houston – Prairie View Alumni Chapter shall establish and/or maintain the standing committees herein set forth: Budget/Finance, Courtesy/C.A.R.E., Scholarship, Student Recruitment, Membership, Program, Social, Publicity, Nominating, Constitution and By-Laws.
- SECTION 2: The President of the Chapter shall appoint the committees and chairpersons
- SECTION 3: Special Committees – The President may appoint such special committees as may be necessary to conduct the affairs of the Chapter
- SECTION 4: Term and Vacancies – Committee members shall serve during the term of the President who shall appoint them. Vacancies on committees shall be filled in the same manner as original appointments
- SECTION 5: Number of Committee Members, except as many be otherwise provided by the Constitution and By-laws, the President shall determine the number of members on each committee
- SECTION 6: Duties and Composition of Standing Committees
- A. Scholarship and Student Recruitment Committee – The Committee shall identify and encourage undergraduate students to attend Prairie View A&M University. The committee is also responsible for managing the applications, criteria, selection and distribution of the chapter’s scholarship awards. The scholarships may be awarded to students of the Greater-Houston Area, and may also be awarded to relatives of the chapter.
  - B. Social – The Social Committee shall promote all entertainment for the Alumni Chapter
  - C. Program Committee – The Program Committee shall set up a calendar of events for each year
  - D. Membership Committee – The Membership Committee shall be responsible for contacting all alumni and encouraging them to become members of the Houston- Prairie View Alumni Chapter
  - E. Publicity – The publicity committee shall be responsible for informing the public of all Alumni activities. The committee shall use various media of communication in order to publicize the worthiness of the Alumni’s program
  - F. Nominating – The Nominating Committee shall be composed of not less than five (5) members. This committee shall obtain the consent of the nominee and present to the body a

list of nominated Candidates to be placed on the ballot. The nominating process shall and will go as follows:

- 1) The Nominating Committee must meet six (6) months prior to elections (August Business Meeting)
  - 2) In January, the Chapter President will appoint the Nominating Committee Members
  - 3) The committee shall have the initial meeting by February
  - 4) Nominations for officers will start by March 15<sup>th</sup> and will close by April 30<sup>th</sup>
  - 5) Ballots to members must be mailed by May 15<sup>th</sup> and ballots must be postmarked by July 31<sup>st</sup>
- G. Constitution and By-laws Committee – The committee shall ensure that the Constitution remains workable and shall recognize any constitutional changes designed to facilitate effective group action
- H. Budget/Finance – The Budget/Finance Committee shall develop the annual budget, review and audit all financial records semi-annually
- I. Courtesy/C.A.R.E. – The Courtesy Committee shall extend phone calls, cards, plants or other tangible items to Prairie View A & M University and PVAMU – Houston Alumni Chapter Members for major life events and other special occasions

#### **ARTICLE XII – VOTING**

SECTION 1: Eligibility for Voting – Only financial members of the Chapter shall have the right to vote by mail or at the August Chapter Meeting

SECTION 2: Ballot for Vote – Each financially active member of the Chapter shall be entitled to one vote

#### **ARTICLE XIII – FINANCES**

SECTION 1: Financial Secretary – The Financial Secretary shall receive all monies paid to the Alumni and turn over the same to the Treasurer, getting receipts for funds. The Financial Secretary shall keep an accurate record of all finances

SECTION 2: Treasurer – The Treasurer shall receive all monies from the Financial Secretary within 3 business days, giving receipts for the same and keeping an accurate record of funds. The Treasurer shall deposit all monies within 3 business days from time of receipt and he or she shall payout no money except as directed by the President on order of the general body

SECTION 3: Disbursement – All disbursements shall be by check or drafts co-signed and must be co-signed in the following order: President or the Financial Secretary if the President is unavailable and the Treasurer.

SECTION 4: Membership Dues – The dues and assessments of active members shall be payable on September 1<sup>st</sup> for the current fiscal year

SECTION 5: National Association Dues – National Alumni Association dues may be collected and forwarded to the National Alumni Association Treasurer

SECTION 6: The fiscal year of this Chapter shall be from September 1<sup>st</sup> through August 31<sup>st</sup> of the following year

SECTION 7: An audit shall be taken at the end of each two year election term of the President

**Ratified: April 15, 2017**