

**THE CONSTITUTION AND BY-LAWS OF THE COASTAL CAROLINA  
BLACK ALUMNI CHAPTER**

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May 2022 (Draft)

October 14, 2022 (Adopted)

**ARTICLE I – NAME**

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SECTION 1: This infinity group of the Alumni Association of Coastal Carolina University shall be called the Black Alumni Chapter (BAC).

**ARTICLE II – PURPOSE**

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SECTION 1: It shall be the purpose of the Black Alumni Chapter to support African American collegiate members and alumni of Coastal Carolina University by providing an avenue of continued relationship building, scholarship fundraising, and fostering mentorship.

**ARTICLE III – MEMBERSHIP**

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SECTION 1: Membership into the Black Alumni Chapter is extended to all alumni of Coastal Carolina University regardless of race, sex, religion, or sexual orientation.

SECTION 2: Annual membership in the Black Alumni Chapter can be renewed by completing the black alumni chapter members' process in the Coastal Carolina University Alumni Association.

## ARTICLE IV – OFFICERS

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SECTION 1: The elected officers of the Black Alumni Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary The appointed officers shall be Members at Large and Leadership Consultant.

SECTION 2: Duties of Officers.

A. PRESIDENT

1. It shall be the duty of the President to preside during all meetings, to appoint all committee chairs not otherwise provided for, to serve as ex-officio of all committees, to call special meetings, to enforce the observance of the Constitution and By-Laws, to represent and speak for the chapter, and to perform all other duties as provided by Robert’s Rules of Order. The President shall make no motion, nor vote on any question unless the Chapter is equally divided; then the President shall cast the deciding vote.
2. It shall be the duty of the President to sign all checks and contracts binding the organization.
3. It shall be the duty of the President to deposit funds in the absence of the Treasurer.

B. VICE PRESIDENT

1. It shall be the duty of the Vice President to preside in the absence or disability of the President and to perform all duties of that office.
2. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Chapter

C. RECORDING SECRETARY

1. It shall be the duty of the Recording Secretary to record the minutes of the board and chapter meetings, to keep records of the Chapter, register names, and keep accurate attendance of members, to call a meeting in the absence of the President or Vice President, and to preside until the election of a President pro term, which should take place immediately.
2. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Chapter.

D. CORRESPONDING SECRETARY – It shall be the duty of the Corresponding Secretary to handle all official correspondence of the Chapter, issue notices of

meetings upon the authorization of the President, Vice President or, the Recording Secretary, and to read correspondence at the meeting. The Corresponding Secretary shall check the P O Box and shall distribute the mail accordingly. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Chapter.

- E. TREASURER – It shall be duty of the Treasurer to keep written accounts of all monies received and disbursed by the chapter, to pay bills when clearly authorized and when receipts for expenditures are attached, to deposit funds within days of receipt, to give a written monthly report of finances. The Treasurer shall also serve as chairperson of the Finance Committee. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Chapter.
- F. FINANCIAL SECRETARY – It shall be the duty of the Financial Secretary to collect, receipt, and record financial information regarding the Chapter, and turn all money over to the Treasurer within business days of receipt. It shall also be the duty of the Financial Secretary to sign checks in the absence of the President or Treasurer. The Financial Secretary shall also serve as a member of the Finance Committee. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Chapter.
- G. MEMBER AT LARGE – Appointed by the president of the Black Alumni Chapter. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Chapter.
- H. LEADERSHIP CONSULTANT - It shall be the duty of the leadership consultant to serve as an advisor to the chapter President. To serve as an officer on the Executive Committee. They shall be an ex-officio member of the Executive Committee without a vote. Perform such other duties as assigned by the president in support of the mission of the Black Alumni Chapter.

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## **ARTICLE V – ELECTION OF OFFICERS**

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SECTION 1: The installation of officers shall be conducted by the Internal Affairs committee chair.

SECTION 2: Simple majority of all votes cast shall constitute a choice.

SECTION 3: The election of officers shall occur in November (bi-annually) and shall be installed in November. These officers shall assume duties immediately after installation.

SECTION 4: All officers shall be elected for a two-year term.

SECTION 5: An officer's term of office can be terminated for the following: resignation, dereliction of duty

SECTION 6: In the event that an officer's term of service cannot be completed, the president of the chapter can appoint a person to fulfill the remaining balance of the term.

## **ARTICLE VI – STANDING COMMITTEES**

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SECTION 1: The standing committees of the Black Alumni Chapter shall be: Executive, Internal Affairs, Finance, Alumni Engagement, and Communications. The President may appoint any ad-hoc committee as needed.

- A. All committees shall consist of members and a chairman appointed by the Chapter President. Committees shall be representative of the constituency members.
- B. The President shall appoint all committee chairs upon advice and consent of the chapter.
- C. Committee chairs shall review and dually sign contracts in conjunction with the President.

SECTION 2: Duties of Standing Committees shall consist of the following with planning subject to Chapter approval.

- A. EXECUTIVE –The Committee shall ensure the chapter's plans are followed, and the chapter's goals and objectives are met as agreed upon. The Committee shall oversee the implementation of all programs and activities. It shall also be the duty of the Executive Committee to conduct the affairs of the chapter during the times where the body is not in session. The Committee shall be comprised of the President, Vice President, Recording Secretary, Financial Secretary, Treasurer, members at large, leadership consultant, CCU African- American Student Association. a representative from the CCU Alumni Association and standing committee chairpersons or designee

B. INTERNAL AFFAIRS –

- It shall be the duty of the Internal Affairs Committee to establish policies and procedures that govern the day-to-day administrative operations of the chapter.
- The Committee shall keep the Constitution and By-Laws current and aligned with the CCU Alumni Association. The Committee shall facilitate the updating/revising of the Constitution and By-Laws as deemed necessary by the chapter.
- The Committee shall annually prepare a slate of officers according to the Constitution and By-Laws of the chapter and present the slate to the chapter for voting.
- The committee shall audit all financial documents for the fiscal year and shall prepare a written report of the findings by the first meeting of the ensuing year. The internal audit shall consist of sampling checks to ensure dual signatures are noted, reviewing the payee and signor are not one in the same, verifying deposits are made within the mandated timeframe, compare receipts to deposits to ensure timely handling of funds has been conducted, and review contracts to verify two signatures are noted.

C. FINANCE

- It shall be the duty of the Finance Committee to recommend the yearly budget for consideration by the chapter, and to safeguard all financial assets.
- The Committee shall assist with planning and managing all fundraising activities of the chapter.
- The Committee shall be chaired by the Treasurer.

D. ALUMNI/STUDENT ENGAGEMENT –

- It shall be the duty of this Committee to develop and coordinate all projects, programs, and community affairs activities of the chapter.
- The Committee shall coordinate activities that address the educational needs of alumni and students in our community to include recognition of scholarship recipients. Also, the Committee shall coordinate the chapters scholarship program and make recommendations for scholarship awards to the Chapter.

E. COMMUNICATIONS\_-

- It shall be the function of this committee to establish and maintain all external communication medians and provide strategic direction on the effective utilization of technology to increase communication and connection throughout the Chapter.
- Duties also include, but are not limited to website maintenance, social media posts/monitoring and virtual meeting platform utilization.

H. COMMITTEE MEETINGS-

- Standing and ad hoc committees may meet electronically. At a minimum, all committee members must be able to hear simultaneously.
- If a committee is meeting in person and a member of the committee wants to attend the meeting via an electronic platform that is also permissible.

## ARTICLE VII – MEETINGS

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SECTION 1: The fiscal year shall be from October of the current year through October of the succeeding year.

SECTION 2: The Black Alumni Chapter as a whole body shall meet biannually. The time and place will be determined by the executive committee.

SECTION 3: The business of the Chapter shall be governed by Robert’s Rules of Order (latest edition) except as otherwise provided.

SECTION 4: It is encouraged that the BAC leadership meet monthly with the office of Alumni Relations and any interested party from the administration of Coastal Carolina University.

SECTION 5: Chapter meetings maybe held electronically. At a minimum, all members must be able to hear simultaneously. If a chapter meeting is in person and a member wants to attend the meeting via an electronic platform that is also permissible.

## **ARTICLE VIII – QUORUM**

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SECTION 1: Executive committee quorum shall be 3 of the elected voting officers excluding the president.

SECTION 2: The annual meeting, the quorum shall be majority of the current year's membership.

## **ARTICLE IX – FINANCE**

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SECTION 1: All finances of the chapter shall remain in the treasury of the Black Alumni Chapter.

SECTION 3: Bonding of Financial Officers: The President, Treasurer, and Financial Secretary shall be bonded, payable by the organization.

SECTION 4: The money of the chapter shall be deposited in a local Bank or Credit Union (checking account) and all bills shall be paid by check. Checks shall not be issued by the Treasurer unless the requesting officer or committee's chairperson receives approval by way of a signed voucher from the President. Checks shall not be made payable to the signer. All checks shall have dual signatures by either the President, Treasurer, and / or Financial Secretary. Checks shall be requested by way of a voucher with supporting documentation for reimbursement or payment. Vouchers shall be signed by the committee chair and the chapter President. The Treasurer shall ensure the request is within the assigned budget prior to issuing the check.

SECTION 5: Membership fee of the Black Alumni Chapter shall be associated with the membership fee of Coastal Carolina University Alumni Association. Payment and completion of the Black Alumni Chapter member process in the alumni association will constitute an active status in the BAC.

SECTION 6: Membership fees for each member shall be paid annually, payable by the October meeting. If not paid, the member will be notified. In the event of non-payment by October 31<sup>st</sup>, the member will be declared inactive. Payment of membership fee shall reactive the member.

## **ARTICLE X - AMENDMENTS**

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SECTION 1: Proposed amendments to the Constitution and By-Laws shall be made in writing.

SECTION 2: Action on proposed amendments shall be taken at the next body regular meeting after the proposal is presented.

SECTION 3: Amendments shall be adopted after a simple majority of those present and voting is obtained from a quorum of members.

## **ARTICLE XI - PARLIMENATRIAN AUTHORITY**

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SECTION 1: The rules contained in Roberts Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and special rules of order of this organization.

## **DISSOLUTION**

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SECTION 1: The Black Alumni Chapter may be dissolved only by an affirmative vote of two-thirds of the entire membership. In the event of dissolution, the officers shall pay all chapter liabilities before redistributing remaining assets to Coastal Carolina University on an equitable basis.

SECTION 2: Involuntary dissolution by the administration of Coastal Carolina University.

## **SIGNATURES**

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**Ciera Young, President**

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**Diane Sanders, CCU Alumni Assoc. Dr. M. Benson, CCU President**